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ABSTRACT

These student learning materials deal with basic sewing skills. The following topics are covered in the individual units: the principal parts of a sewing machine and their purposes; procedures for caring for a sewing machine (putting it away, lubricating it, and changing the needle); operation of an unthreaded sewing machine (maintaining correct posture, setting the stitch length regulator, operating the power control and stitching along lines of various shapes); procedures for preparing the machine for sewing (preparing the machine and checking stitching); preparation of cloth for cutting (understanding basic fabric-related terms and making fabric thread and shape perfect); maintenance and operation of an industrial sewing machine; construction techniques (identifying offgrain yard goods, matching construction techniques and functions, and performing basic construction techniques); alteration of ready-made clothing; home products (draperies, tablecloths, corded pillows, and bedspreads); and business principles in custom sewing. A variety of learning materials is provided, including unit and specific objectives, information sheets, assignment sheets, and unit tests. (MN)

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Sewing Skills For Home and Community Services

Student Material

Coordinated by

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Stillwater, Oklahoma
1984

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CLOTHING SERVICES
UNIT I - 3 HOURS
GETTING TO KNOW YOUR MACHINE

TERMINAL OBJECTIVE

After completion of this unit, the student should be able to identify the principal parts of the sewing machine and give the purpose of each with eighty-five percent accuracy.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Identify fifteen principal parts of the sewing machine.
2. Identify the purpose of fifteen principal parts of the sewing machine.

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

INFORMATION SHEET

I. Principal parts of the sewing machine (Transparency 1)

  A. Bobbin winder--Winds the thread on the bobbin (clutch must be loosened when winding bobbin)

  B. Clutch--When loosened, disengages the stitching mechanism

  C. Feed dog (feed)--Pushes the cloth backwards the required amount as each stitch is made

  (NOTE: Presser foot must be lowered for this operation.)

  D. Hand wheel (balance wheel)

    1. May be turned by hand when positioning needle when starting to stitch

    2. May be turned by hand for tedious stitching

  E. Needle--Pierces the cloth and carries the top thread into the bobbin chamber

  F. Presser bar--The bar to which presser foot is attached

  G. Presser bar lever--Raises presser foot

  H. Presser foot--When lowered, holds the cloth firmly in position as it is pushed through the machine

  I. Slide plate--Covers the bobbin

  J. Stitch length regulator

    1. Controls the length of the stitch

    2. When pushed to highest point, machine will stitch backward

  K. Spool pin--Holds spool of thread which is fed to other parts of the machine

  L. Take-up lever--Moves down to loosen the top thread as the stitch is formed and up to remove the slack as the stitch is completed

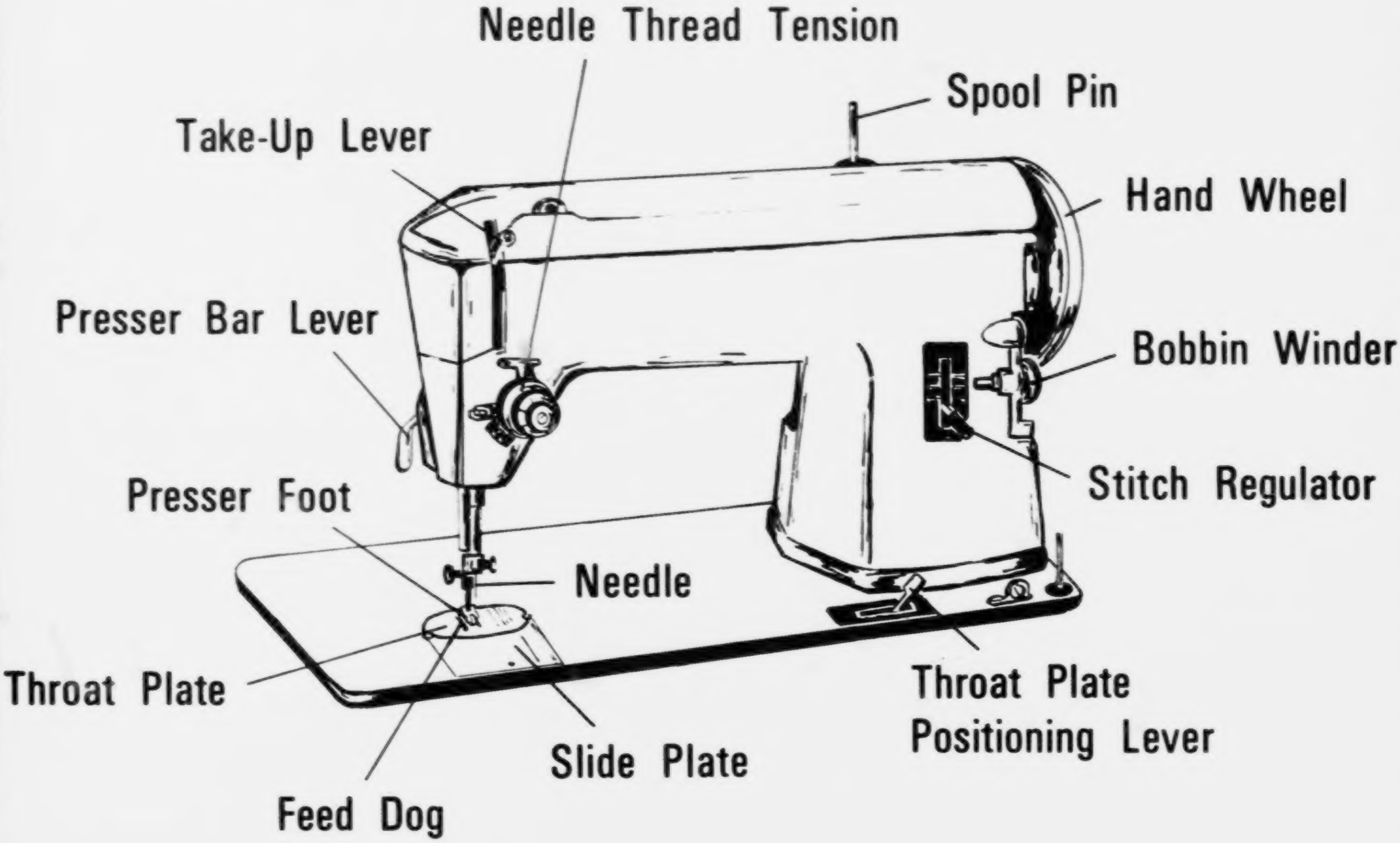
  M. Throat plate--Covers the parts of the machine directly under the needle

INFORMATION SHEET

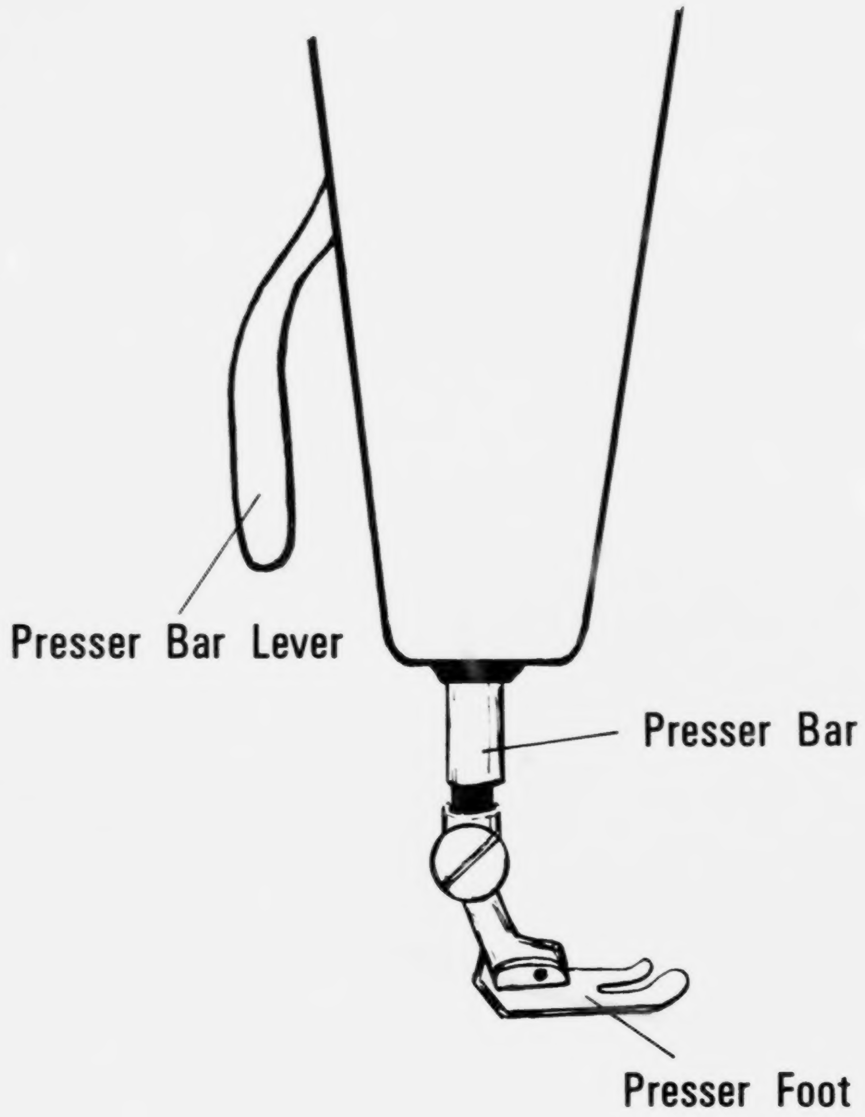
N. Throat plate positioning lever--Adjusts the throat plate for general sewing, making buttonholes, and for removal

O. Upper thread tension--Holds the upper thread slightly tight

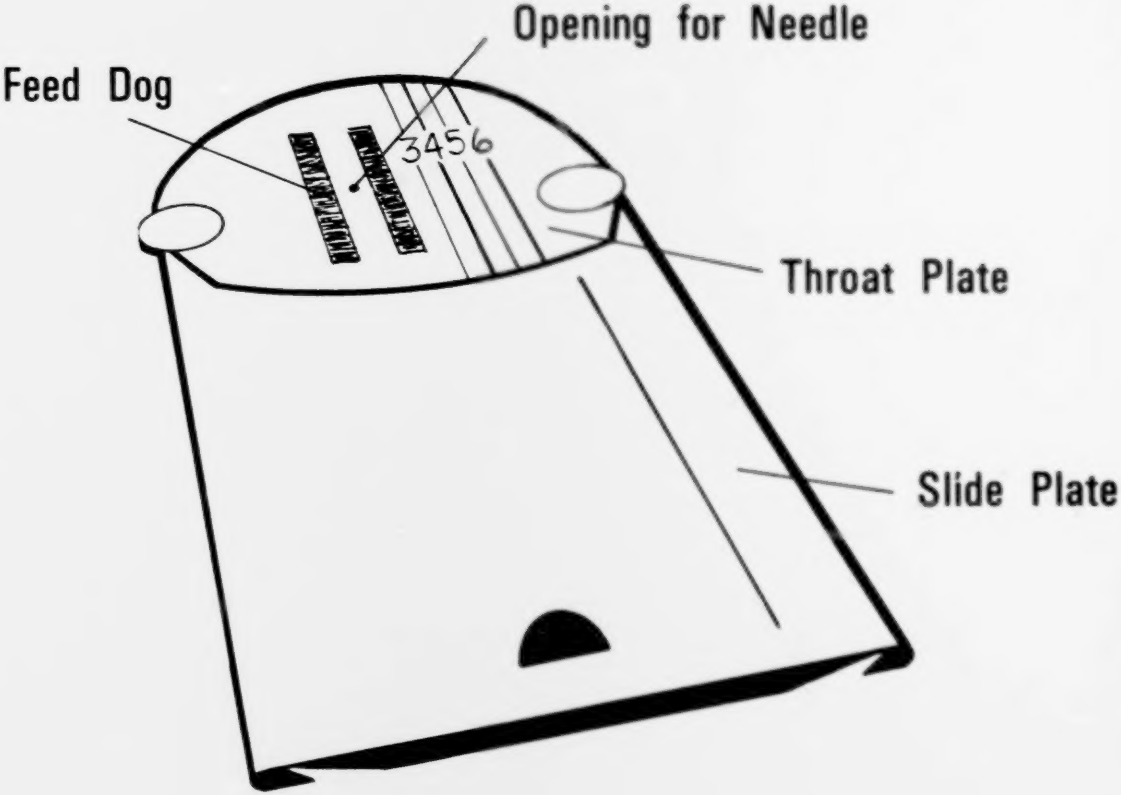
Getting to Know Your Machine


Needle Thread Tension
Spool Pin
Take-Up Lever
Hand Wheel
Presser Bar Lever
Bobbin Winder
Presser Foot
Stitch Regulator
Needle
Throat Plate
Throat Plate Positioning Lever
Slide Plate
Feed Dog

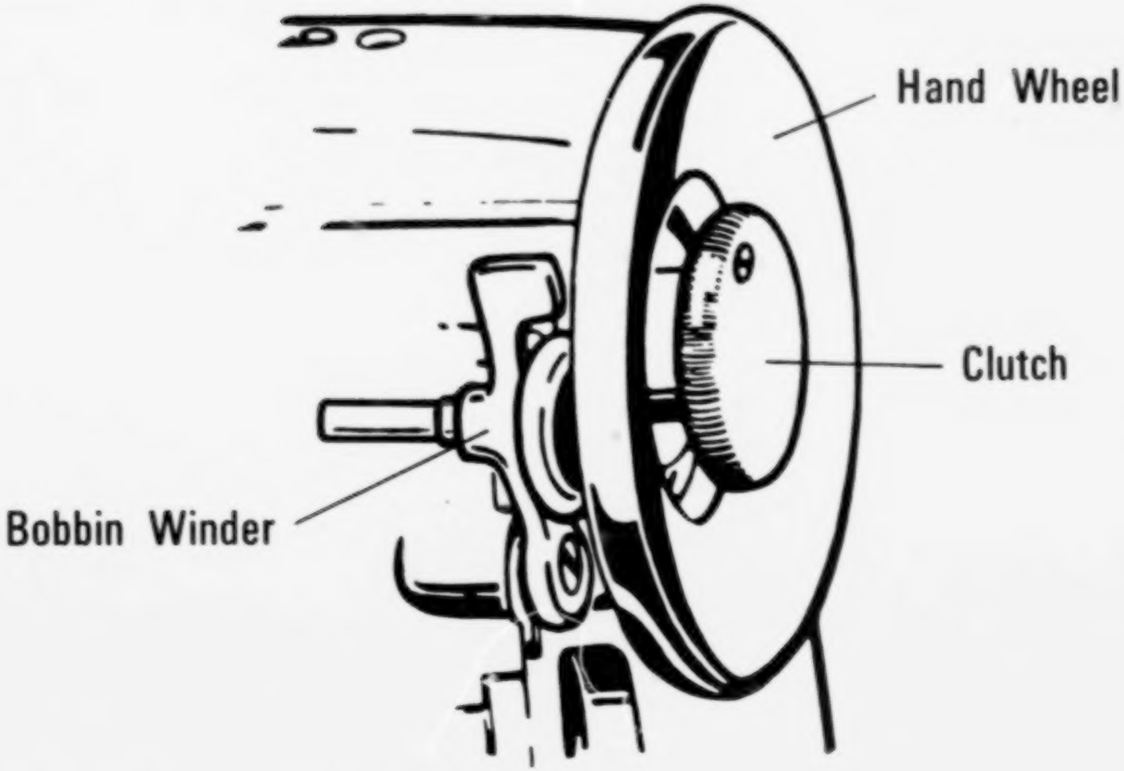
Getting to Know Your Machine


Presser Bar Lever
Presser Bar
Presser Foot

Getting to Know Your Machine


Opening for Needle
Feed Dog
3456
Throat Plate
Slide Plate

Getting to Know Your Machine


Hand Wheel
Clutch
Bobbin Winder

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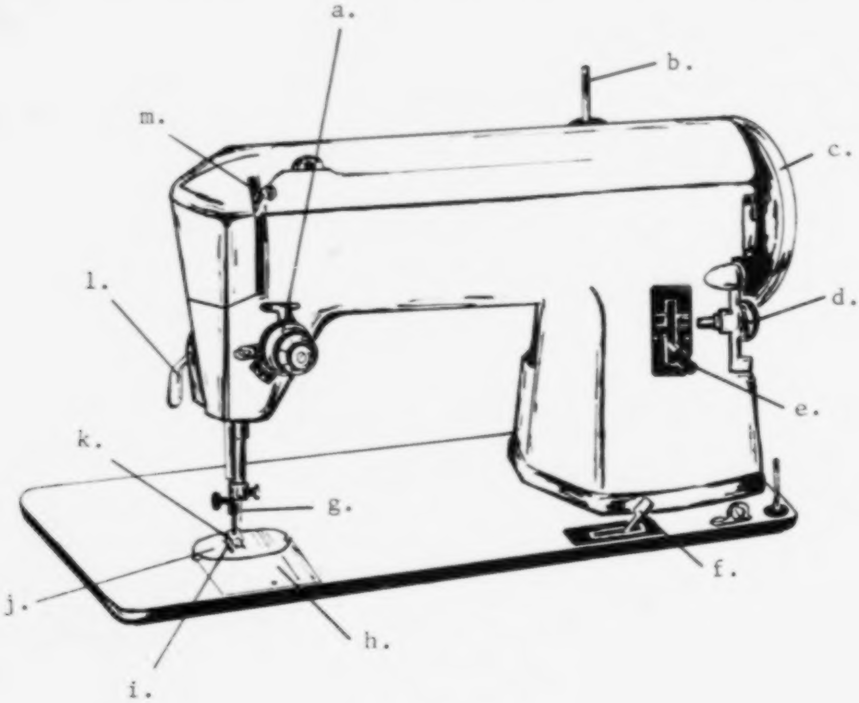
CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

ASSIGNMENT SHEET #1--NAME PRINCIPAL PARTS OF SEWING MACHINE


a.
b.
m.
c.
l.
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e.
k.
g.
f.
j.
h.
i.

a. ______________________

b. ______________________

c. ______________________

d. ______________________

e. ______________________

f. ______________________

g. ______________________

h. ______________________

i. ______________________

j. ______________________

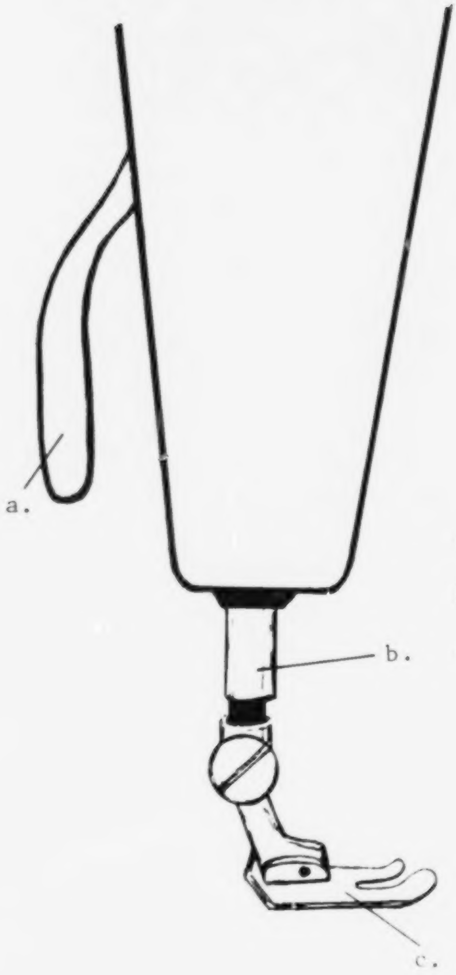
k. ______________________

l. ______________________

m. ______________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

ASSIGNMENT SHEET #2--NAME PRINCIPAL PARTS OF SEWING MACHINE



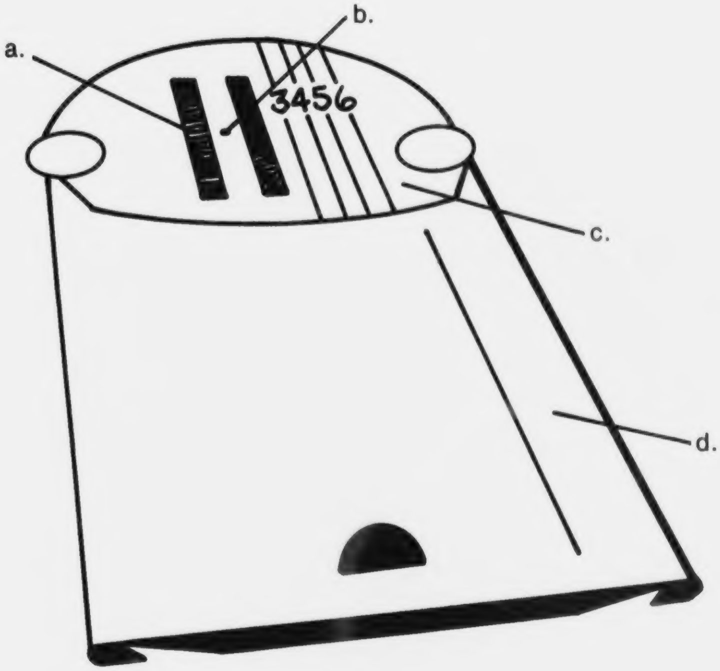
a.____________________________

b.____________________________

c.____________________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

ASSIGNMENT SHEET #3--NAME PRINCIPAL PARTS OF SEWING MACHINE



a.______________________________

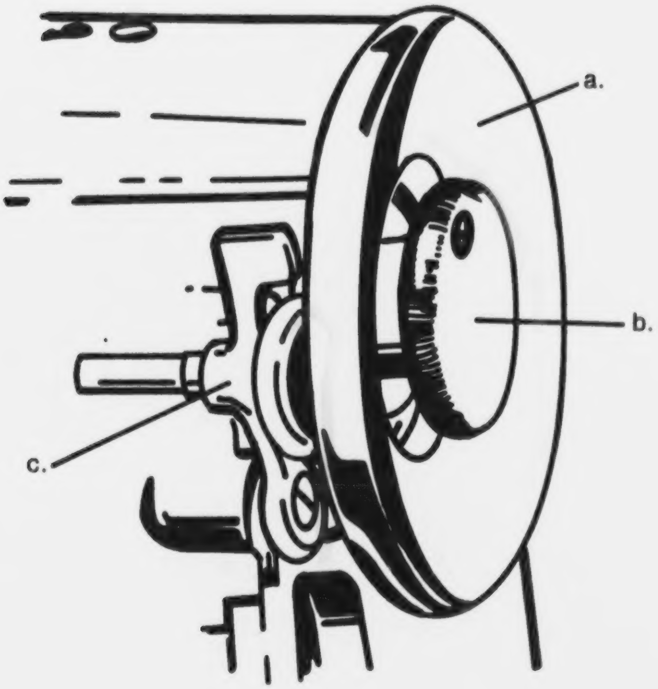
b.______________________________

c.______________________________

d.______________________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

ASSIGNMENT SHEET #4--NAME PRINCIPAL PARTS OF SEWING MACHINE



a.________________________________

b.________________________________

c.________________________________

CLOTHING SERVICES
UNIT II - 3 HOURS
CARE OF THE SEWING MACHINE

TERMINAL OBJECTIVE

After completion of this unit, the student should be able to open the sewing machine, put the sewing machine away, clean and oil the machine, and remove and replace the needle to the satisfaction of the instructor.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

2. Demonstrate the following:
   a. Open the machine properly.
   b. Put the machine away properly.
   c. Clean and oil the machine.
   d. Remove and replace the needle.

CLOTHING SERVICES
UNIT II
CARE OF THE SEWING MACHINE

INFORMATION SHEET

I. Terms and definitions

A. Bed--A flat or level surface, such as the bed of the sewing machine

B. Slide plate--The plate that covers the bobbin

C. Cabinet--An upright case housing a sewing machine

D. Excess--More than the proper amount, such as excess oil

E. Face plate--The hinged plate at the left end of the sewing machine head which opens to let the operator see the upper part of the needle bar, presser bar, and part of take-up lever

F. Front leaf--The hinged leaf at the front of the sewing machine which is lifted when opening and closing the machine

G. Head--The upper part of the sewing machine

H. Lid--The large hinged leaf that covers the machine when it is put away

I. Lint brush--The small brush which comes with the machine and is used to loosen lint in the machine

J. Tension discs--Hold the upper thread slightly tight

K. Thread guides--Hold the thread in position from spool to needle

L. Throat plate--Covers the area directly under the needle; slots are provided for the feed dog, a hole for the needle, and guidelines for seam width

M. Thumb screw--Has a flat-sided or a knurled head so that it may be turned by the thumb and forefinger; a thumb screw is used to hold the machine needle in place

N. Wick--A tube of soft spun cotton threads which when oiled supplies a steady source of oil

CLOTHING SERVICES
UNIT II
CARE OF THE SEWING MACHINE

JOB SHEET #1--OPEN THE SEWING MACHINE

I. Tools and equipment--Closed sewing machine

II. Procedures

- A. Stand while opening a cabinet machine
- B. Raise lid with the left hand
- C. Raise front leaf that supports the head with left hand
- D. Using a firm grip of the right hand, raise the head
- E. With the left hand, place the front leaf in place
- F. Lower head to rest on the bed of the machine

(NOTE: Reverse use of hands if left-handed.)

(CAUTION: Always protect cords by seeing that they do not come in contact with moving parts of the sewing machine.)

CLOTHING SERVICES
UNIT II
CARE OF THE SEWING MACHINE

JOB SHEET #2--PUT THE SEWING MACHINE AWAY

I. Tools and equipment--Opened sewing machine

II. Procedures

A. Prepare to put the machine away

1. Remove pins, needles, and all work materials from the machine

2. Wipe loose threads, strings, and dust into waste basket

3. Place a small piece of fabric in position beneath the presser foot

4. Lower the foot

5. Turn the hand wheel to put the needle into the fabric

(NOTE: The above steps will protect the needle and the presser foot from any movement and will prevent the tension from getting out of adjustment.)

B. If machine is electric, remove cord from wall socket

C. Remove cord from the machine

(NOTE: If treadle machine, remove belt.)

D. With right hand, lift the head of the machine

E. With left hand, raise the front leaf that supports the head

F. Carefully lower head into cabinet

G. Place leaf in position

H. Lower the lid

CLOTHING SERVICES
UNIT II
CARE OF SEWING MACHINE

JOB SHEET #3--REMOVE AND REPLACE THE SEWING MACHINE NEEDLE

I. Tools and equipment

- A. Sewing machine
- B. Screw driver
- C. Machine needle

II. Procedures

- A. Turn the hand wheel by hand until the needle is at its highest point
- B. Loosen the thumb screw of the needle clamp
- C. Remove the needle
- D. Inspect needle to determine if it is bent or blunt
- E. If needle is damaged, select new needle
- F. Insert needle with long groove side on the same side of the needle bar as the last thread guide

  (NOTE: Remember that the long groove should always be turned toward the side from which you thread the needle.)
- G. Push needle up into slot as high as possible
- H. Tighten the thumb screw securely

  (NOTE: A screw driver may be needed.)

CLOTHING SERVICES
UNIT II
CARE OF THE SEWING MACHINE

JOB SHEET #4--CLEAN AND OIL THE SEWING MACHINE

I. Tools and equipment

   A. Lint brush

   B. Cheese cloth (soft rag such as a piece of old sheet which does not have excess lint may be used)

   C. Vacuum cleaner (hand or tube attachment on carpet sweeper)

II. Materials--Oil

III. Procedures

   A. Remove the throat, face, and bed slide plates

   B. Using lint brush, loosen lint, dust, and thread particles

   C. Using vacuum cleaner, remove loose lint, dust, and thread particles

   (CAUTION: Make certain there are no loose screws or parts before using vacuum.)

   D. Oil machine according to manufacturer's instructions

      1. One drop of oil is sufficient

      (NOTE: Where there is a wick to hold and dispense oil, several drops are needed.)

      2. Use good grade machine oil

   E. Stitch on scrap fabric to allow oil to work into the moving parts

   F. Remove excess oil with cheesecloth

   G. Pass folds of soft, lintless cloth between tension discs to remove dust, lint, and oil

   (CAUTION: Take care not to catch the cloth in the tension spring.)

   H. Polish tension discs, thread guides, and face plate

   I. Remove needle and presser foot

   J. Remove excess oil; polish and replace

Progress Chart

	Open the Sewing Machine	Put the Sewing Machine Away	Remove and Replace Sewing Machine Needle	Clean and Oil the Sewing Machine									
Teacher Demonstrations													
Students													

Note: X Teacher Demonstrations Completed
X Student Demonstrations Performed Satisfactorily

CLOTHING SERVICES
UNIT III - 5 HOURS
OPERATING THE SEWING MACHINE-UNTHREADED

TERMINAL OBJECTIVE

After completion of this unit of instruction, the student should be able to identify terms associated with operation of the sewing machine, sit properly at the sewing machine, set the stitch length regulator, operate the power control, and stitch along lines of various shapes.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Identify ten terms associated with operating the sewing machine.
2. Discuss safety in sewing including placing of the machine, electric cords, light, and protection of self from sewing hazards.
3. Demonstrate the ability to:
    a. Sit properly at the sewing machine.
    b. Set the stitch length.
    c. Start, control the speed, and stop the sewing machine.
    d. Stitch straight and curved lines.
    e. Turn square corners.
    f. Stitch along a folded edge.

SEWING SERVICES
UNIT III
OPERATING THE SEWING MACHINE-UNTHREADED

INFORMATION SHEET

I. Terms and definitions

   A. Activate--To start the machine

   B. Groove--The long narrow channel on one side of the machine needle

   C. Indicator--A pointer to indicate certain information, such as the indicator on the stitch length regulator which indicates the number of stitches per inch

   D. Insert--To put into, such as inserting the sewing machine needle into the slot on the needle bar

   E. Operate--To cause to function, such as operating the sewing machine

   F. Parallel--To place so as to be the same distance apart, such as placing the edge of the stitching chart parallel to the edge of the machine

   G. Pivot--To leave the needle in the fabric, raise the presser foot, and turn the fabric in order to stitch in another direction

   H. Position--The act of placing or arranging or the place occupied by a physical object such as to position the sewing machine

   I. Posture--The position of the body whether standing, sitting, or lying

   J. Power--The electricity used to run the electric sewing machine

   K. Regular--The normal way of doing things, such as regular size stitches are ten to twelve per inch

   L. Regulate--To control the starting speed and stopping the sewing machine

   M. Select--To choose or pick out from a group, such as select the correct sized needle

   N. Slot--A long narrow opening or groove, such as the place on the needle bar for the machine needle

INFORMATION SHEET

II. Sitting at the sewing machine

  A. Sitting properly

    1. Increases ability to sew well

    2. Makes sewing a greater pleasure

    3. Allows a person to sew longer without getting tired

  B. Use comfortable straight chair

III. Setting the stitch regulator

  A. Regulates stitch length

  B. Numbers tell the number of stitches per inch

  C. "Fine" area is for stitch lengths above 20

IV. Safety in sewing

  A. Placing the machine

    1. If portable, place on firm base with additional space for tools and fabrics

    2. Near electrical outlet

  B. Electric cord

    1. Out of way

    2. Handle carefully by insulated plugs

    (CAUTION: Never disconnect electric cord from wall socket or machine by jerking or pulling on the cord.)

    3. Coil carefully when not in use

    4. Report exposed wires to teacher

    (NOTE: Care when opening and closing the machine will prevent damage to the cord.)

  C. Light

    1. Necessary for accuracy and safety in sewing

    2. Should fall upon work without casting a shadow

    3. Do not touch bulb while hot

INFORMATION SHEET

D. Protect yourself from sewing hazards

   1. Give undivided attention to your job
   2. Hold fabric with fingers well away from the path of the needle
   3. Use low speed until control of machine is automatic
   4. Keep drawers and doors closed
   5. Do not sit or lean on sewing machine lid as it is not sturdy enough for such treatment

V. Operation of the power control

A. Start slowly

B. Pressure of foot or knee on control determines the speed of the machine

C. Slow speed gradually before stopping machine

D. Skillful machine operation is reflected in ability to control speed of machine

CLOTHING SERVICES
UNIT III
OPERATING THE SEWING MACHINE-UNTHREADED

ASSIGNMENT SHEET #1--TERMS AND DEFINITIONS

After studying the terms and definitions, complete this assignment sheet.

Complete the following sentences by filling in the blanks with the correct word.

1. __________ is to leave the needle in the fabric, raise the presser foot, and turn the fabric in order to stitch in another direction.
2. __________ is the position of the body whether sitting, standing, or lying.
3. __________ means to start the machine.
4. __________ is electricity used to run the electric sewing machine.
5. __________ means to cause to function.
6. __________ is the act of placing or arranging or the place occupied by a physical object.
7. __________ is a pointer to indicate certain information.
8. __________ is to place so as to be the same distance apart.
9. __________ is to control the speed and operation of the machine.
10. __________ is a long narrow opening or groove.
11. __________ is the long narrow channel on one side of the machine needle.
12. __________ is to choose or pick out from a group.
13. __________ is to put into.
14. __________ means the normal way of doing things.

CLOTHING AND TEXTILES
UNIT IV
OPERATING THE SEWING MACHINE - UNTHREADED

JOB SHEET #1--SIT AT THE SEWING MACHINE

I. Tools and equipment

  A. Straight chair

  B. Sewing machine (unthreaded)

II. Procedures

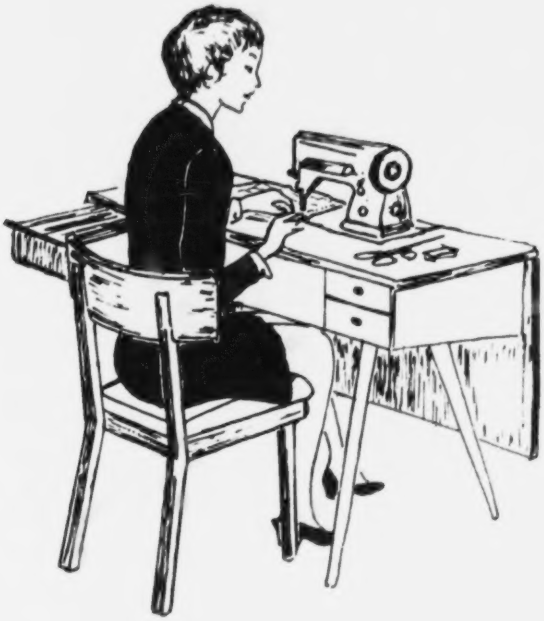
  A. Place straight chair squarely in front of sewing machine

  B. Sit upright in front of machine

  C. Place feet flat on the floor with left foot forward

  D. Press right knee against knee lever to activate machine

SITTING AT THE SEWING MACHINE



CLOTHING AND TEXTILES
UNIT IV
OPERATING THE SEWING MACHINE - UNTHREADED

JOB SHEET #2--SET STITCH LENGTH REGULATOR

I. Tools and equipment--Sewing machine (unthreaded)

II. Procedures

  A. Release pointer by turning thumb nut to left

  B. Position lever for desired stitch length

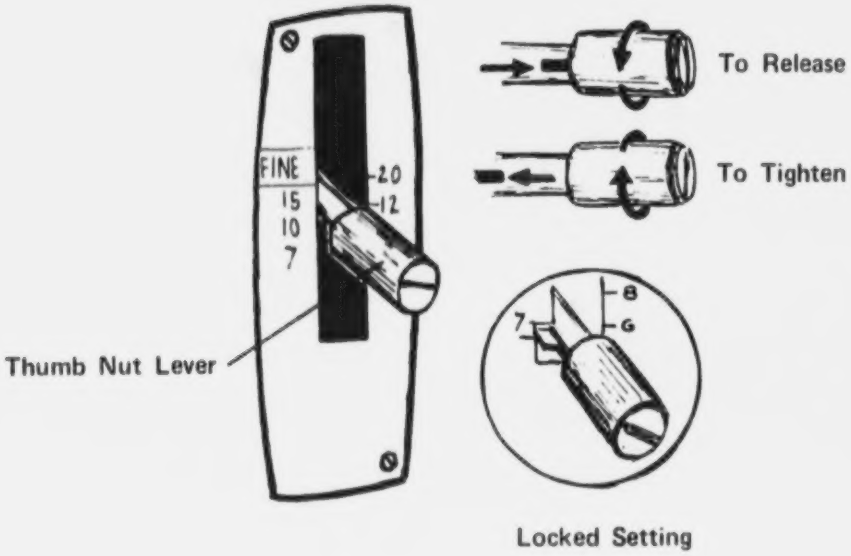
  C. Tighten pointer against plate by turning thumb nut

  D. To stitch forward, push stitch regulator lever to down position

  E. To back stitch, raise the stitch regulator to its highest point

  (NOTE: Weight of fabric and purpose of stitching determine length of stitch to be used.)

SET STITCH LENGTH REGULATOR


To Release
To Tighten
FINE
20
15
12
10
7
Thumb Nut Lever
8
7
6
Locked Setting

CLOTHING AND TEXTILES
UNIT IV
OPERATING THE SEWING MACHINE - UNTHREADED

JOB SHEET #3--START, CONTROL SPEED, AND STOP SEWING MACHINE

I. Tools and equipment--Sewing machine

II. Procedures

A. Place the knee lever (or foot pedal) in a comfortable position

B. Disengage clutch

C. Leave presser foot up

D. Start the machine slowly by pressing the knee lever (or foot pedal)

E. Practice control of the machine by running the machine at various speeds

(NOTE: Notice the amount of pressure exerted on the lever or pedal to obtain various speeds.)

(CAUTION: Do not grasp the balance wheel while still pressing knee control.)

F. Stop machine

1. Decrease speed gradually by decreasing pressure on knee lever (or pedal) until pressure is completely released

2. Hand may be placed on the hand wheel to stop the machine after releasing pressure

CLOTHING AND TEXTILES
UNIT IV
OPERATING THE SEWING MACHINE - UNTHREADED

JOB SHEET #4--STITCH STRAIGHT LINES

I. Equipment

- A. Sewing machine (unthreaded)
- B. Stitching chart

II. Procedures

- A. Set stitch length regulator for eight to ten stitches per inch
- B. Lower the needle into the paper at "start" by turning the hand wheel toward you
- C. Lower the presser foot
- D. Stitch as slowly as is necessary to follow the lines

  (NOTE: Use care to begin and end stitching exactly at the beginning and end of each line.)
- E. Stop machine
- F. Raise needle to the highest point by turning the hand wheel forward
- G. Raise presser foot
- H. Place paper in place to stitch second line
- I. Proceed with steps B through H until all lines have been stitched

START

8 to 10 Stitches to One Inch

CLOTHING SERVICES
UNIT III
OPERATING THE SEWING MACHINE-UNTHREADED

JOB SHEET #5--STITCH CURVED LINES

I. Tools and equipment--Sewing machine (unthreaded)

II. Procedures

A. Set stitch length regulator for twenty stitches per inch

B. Lower the needle into the paper at "start" by turning the hand wheel forward

C. Lower the presser foot

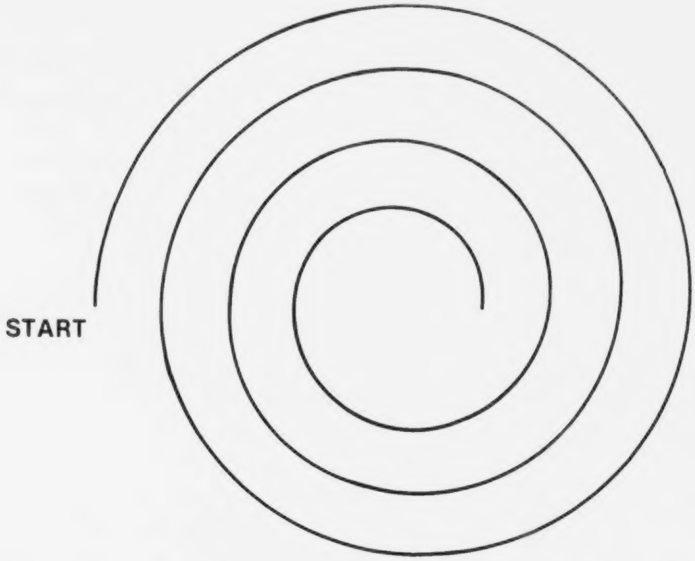
D. Stitch as slowly as is necessary to follow the lines

(NOTE: To guide the paper on small curves it is necessary to stop the machine with the needle in the paper, lift the presser foot slightly and turn the paper enough to follow the lines; care must be taken to prevent turning the paper too far.)

E. Stop the machine

F. Raise needle to highest point by turning hand wheel forward

G. Raise presser foot



20 Stitches to One Inch

CLOTHING SERVICES
UNIT III
OPERATING THE SEWING MACHINE-UNTHREADED

JOB SHEET #6--TURN SQUARE CORNERS

I. Tools and equipment

A. Sewing machine (unthreaded)

B. Stitching chart

II. Procedures

A. Set stitch length regulator for fifteen stitches per inch

B. Lower the needle into the paper at "start" by turning the hand wheel forward

C. Lower the presser foot

D. Stitch along line to corner

E. Pivot paper on needle

1. Stop machine with needle in the paper

2. Bring needle to its upward stroke by turning hand wheel forward

3. Just before the needle leaves the paper, raise the presser foot

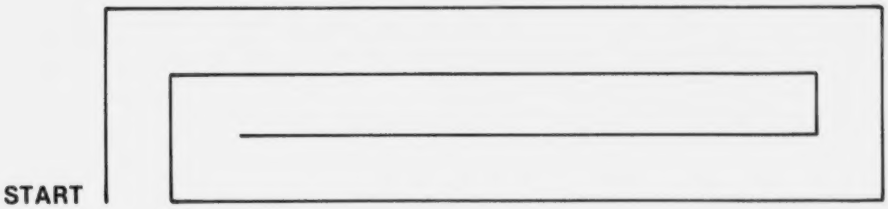
(NOTE: Needle is still in the paper.)

4. Turn the paper in position for stitching

5. Lower presser foot

F. Continue stitching to next corner

G. Repeat steps E and F until stitching is completed



15 Stitches to One Inch

CLOTHING SERVICES
UNIT III
OPERATING THE SEWING MACHINE-UNTHREADED

JOB SHEET #7--STITCH A FOLDED EDGE

I. Tools and equipment

- A. Sewing machine (unthreaded)
- B. Sheet of paper
- C. Ruler
- D. Scissors (for cutting paper)

II. Procedures

- A. Prepare paper with folded edge
    1. Use ruler to construct a rectangle 6" x 10"
    2. Fold under 1/4" on one of the 10" sides
    3. Make another fold 1" deep

    (NOTE: You now have a 1" hem.)
- B. Set stitch length regulator for ten stitches per inch
- C. Slide paper under presser foot with hem to the right and the first fold (1/4") directly under the needle
- D. Lower the needle into the hem close to the first fold (1/4")
- E. Lower the presser foot
- F. Stitch slowly, holding the paper between the thumb and fingers of the left hand, guiding the paper so that the stitching is parallel to the folded edge and close to the edge
- G. Raise presser foot

Progress Chart

	Sit at the Sewing Machine	Set Stitch Length Regulator	Start, Control Speed, and Stop Sewing Machine	Stitch Straight Lines	Stitch Curved Lines	Turn Square Corners	Stitch a Folded Edge						
Teacher Demonstrations													
Students													

Note: X Teacher Demonstrations Completed
X Student Demonstrations Performed Satisfactorily

CLOTHING SERVICES
UNIT IV - 4 HOURS
PREPARE THE MACHINE FOR SEWING

TERMINAL OBJECTIVE

After completion of this unit, the student should be able to prepare the machine for sewing and check stitching.

SPECIFIC OBJECTIVES

After completion of this unit, the student should demonstrate with one hundred percent accuracy the ability to:

1. Wind the bobbin.
2. Thread the upper part of the machine.
3. Thread the under part of the machine.
4. Test the stitch.
5. Check machine for readiness for stitching.

CLOTHING SERVICES
UNIT IV
PREPARING THE MACHINE FOR SEWING

JOB SHEET #1--WIND THE BOBBIN

I. Tools and equipment

A. Machine

B. Empty bobbin

(NOTE: Don't wind one color of thread over another.)

C. Spool of thread

II. Procedures

A. Loosen the clutch (stop motion screw) on the hand (balance) wheel

1. Hold hand wheel with the left hand

2. With right hand, turn screw toward you

B. Place bobbin on spindle of bobbin winder

C. Press winder against hand wheel

D. Place the thread on the spool pin through the tension discs, and through the small hole in the left of the bobbin

(NOTE: Fill bobbin with thread identical to that used for upper threading.)

E. Hold the thread end in your left hand

F. Start the machine

G. Pull gently on the thread and the motion of the bobbin will cut it off quite clean

H. Wind until desired amount of thread is on the bobbin or until bobbin is full

(NOTE: Most bobbin winders will stop when bobbin is full.)

CLOTHING SERVICES
UNIT IV
PREPARE THE MACHINE FOR SEWING

JOB SHEET #2--UPPER THREADING

I. Tools and equipment

  A. Machine

  B. Spool of thread

II. Procedures

  A. Raise take-up lever to highest point by turning balance wheel toward you

  B. Place spool of thread on spool pin

  C. Put thread through thread guide near take-up lever

  D. Bring thread down from right to left through tension plates and over wire spring

  E. Take thread under hook to left of tension

  F. Take thread up and through the eye of the take-up lever

  G. Take thread down through the thread guides

  H. Put the thread through the eye of the needle

  (NOTE: Direction of threading the needle depends upon your machine. The thread enters the eye of the needle from the long-grooved side which is also the side on which the last thread guide is located. Thread breaks if the needle is not threaded correctly.)

  I. Draw three or four inches of thread through eye of needle

CLOTHING SERVICES
UNIT IV
PREPARE THE MACHINE FOR SEWING

JOB SHEET #3--UNDER THREADING

I. Tools and equipment

   A. Machine

   B. Filled bobbin

II. Procedures

   A. Hold bobbin so that thread unwinds in the proper direction for your machine

   (NOTE: Check instruction book for your machine.)

   (CAUTION: If thread is not going in the proper direction, the tension will be out of balance resulting in loose stitches and bobbin case may not remain threaded.)

   B. Put the bobbin in the bobbin case

   (NOTE: The bobbin case may be built into the machine or separate.)

   C. Place thread through the slot in the case and under the spring

   D. Draw the thread into the notch and across the bobbin

   E. Close the slide plate, having the thread through the slot provided

   (NOTE: If no slot is provided, leave slide plate open slightly.)

   F. Pull lower thread to top and place both threads under the presser foot

      1. Hold needle thread lightly with left hand

      2. With right hand, turn hand wheel toward you until needle goes down and up again and take-up lever is at its highest point

      3. Pull needle thread and bobbin thread will follow

      4. Pull end of bobbin thread through needle hole

      5. Place both needle and bobbin threads diagonally under presser foot

CLOTHING SERVICES
UNIT IV
PREPARE THE MACHINE FOR SEWING

JOB SHEET #4--TESTING THE STITCH

I. Tools and equipment

  A. Machine which has been threaded

  B. Scrap of fabric of project to be made

II. Procedures

  A. Check the tension

    1. Fold scrap of fabric diagonally

    2. Stitch across the fabric along fold

    3. Holding the stitching tightly at each end between the thumb and forefinger, pull with an even, gradual force until thread breaks

    4. Broken thread is always the one with the heavy tension

    (NOTE: When tensions are balanced, both threads break together and require more force to break.)

  B. Stitch length

    1. Release stitch length indicator by turning thumb nut to left

    2. Position lever for desired stitch length

    3. Tighten pointer against plate by turning thumb nut to right

CLOTHING SERVICES
UNIT IV
PREPARE THE MACHINE FOR SEWING

ASSIGNMENT SHEET #1--IS MACHINE READY FOR STITCHING?

I. Is needle ready for stitching? Yes No

Inserted correctly

Not blunt or bent

II. Is machine clean and oiled? Yes No

Bobbin case

Bobbin race

Upper tension discs

III. Is upper threading correct? Yes No

Spool pin

Thread guide

Upper tension--discs and spring

Thread guide

Take-up lever

Thread guides

Needle

IV. Is under threading correct? Yes No

Bobbin wound smoothly and evenly

Bobbin placed in case with:

Thread going in right direction
Thread under tension spring
Thread in notch on bobbin case

V. Is lower thread pulled through needle hole in throat plate? Yes No

VI. Are upper and lower threads placed diagonally under presser foot? Yes No

SS - 103-A

Progress Chart*

	Wind Bobbin	Upper Threading	Under Threading	Test the Stitch	Check Machine for Stitching Readiness								
Teacher Demonstrations													
Students													

Note: X Teacher Demonstrations Completed
X Student Demonstrations Performed Satisfactorily

CLOTHING SERVICES
UNIT V - 2 HOURS
PREPARATION OF CLOTH FOR CUTTING

TERMINAL OBJECTIVE

After completion of this unit, the student should be able to define terms pertaining to fabrics and to make a piece of fabric thread perfect and shape perfect.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Define six terms pertaining to fabric.
2. Give the reason for making fabric thread perfect before cutting.
3. Give the reason for making fabric shape perfect before cutting.
4. Demonstrate the ability to:
    a. Test fabric for thread perfection.
    b. Make fabric shape perfect.

CLOTHING SERVICES
UNIT V
PREPARATION OF CLOTH FOR CUTTING

INFORMATION SHEET

I. Terms and definitions (Transparency 1)

   A. Bolt--A roll of cloth as seen in stores

   B. Crosswise threads--The threads that run across the fabric from selvage to selvage; they are often referred to as crosswise grain

   C. Cut edge--Where fabric was cut or torn from the bolt

   D. Folded edge--Opposite the selvage if fabric is wound double on the bolt

   E. Lengthwise threads--The threads that are parallel to the selvage; these are also referred to as lengthwise grain

   F. Right side of fabric--Has greater softness or luster, more distinct print, and smoother look than wrong side; selvage is also smoother on the right side

   G. Selvage--The finished edge running lengthwise of the fabric

   H. Shape perfect--Lengthwise and crosswise threads cross at right angle to each other; the ends will be equal in shape

   I. Thread perfect--A crosswise thread can be pulled or traced across the end of the fabric

   J. True bias--Found by folding a straight cut edge so that crosswise threads are parallel to lengthwise threads

II. Thread perfect cloth--Garment cut from cloth that is not thread perfect will twist on the body which will result in an uncomfortable garment and one that does not hang correctly

III. Shape perfect cloth--Garment cannot be cut thread perfect if fabric is not shape perfect

Terms Which Pertain to Fabric

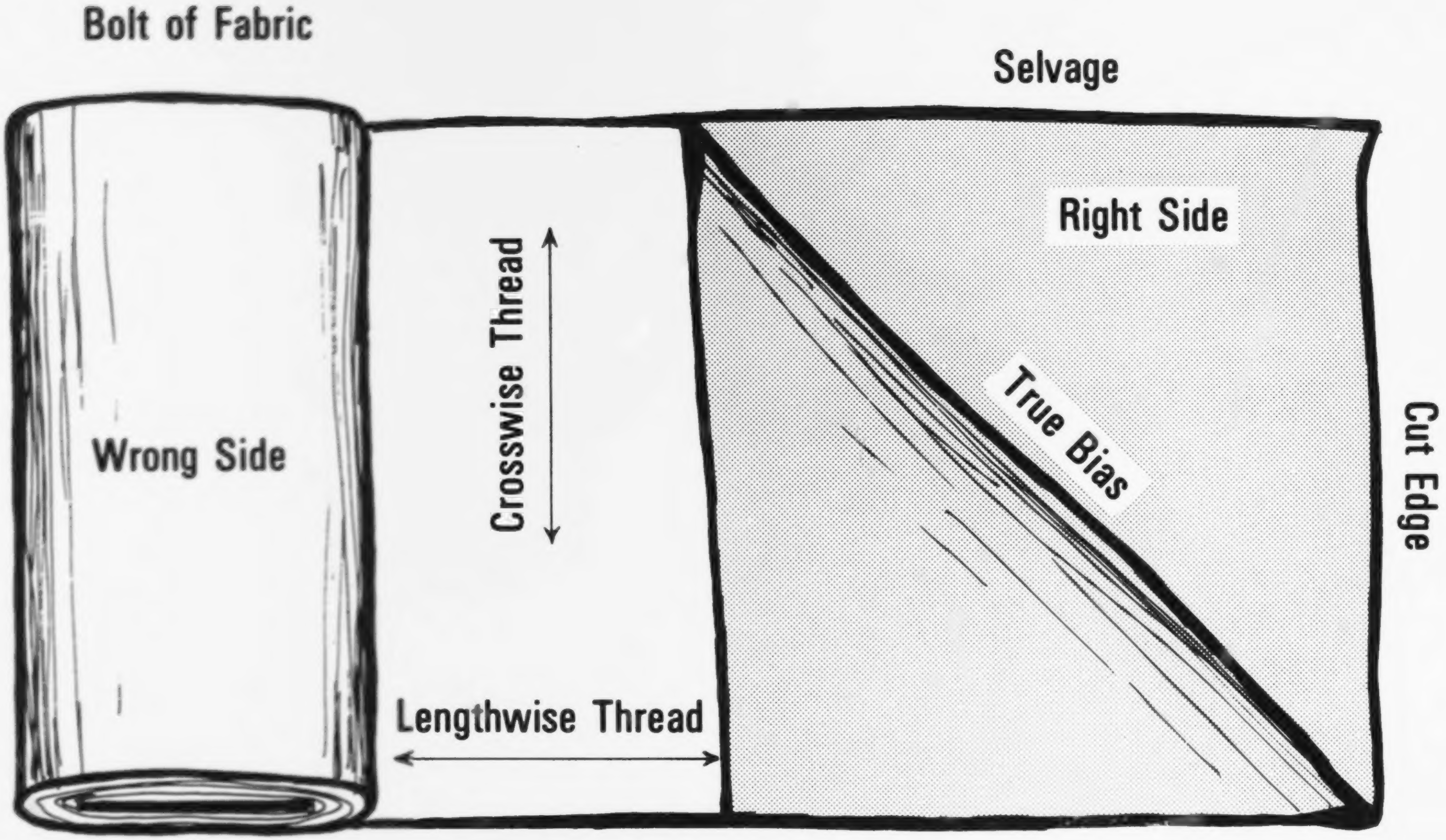
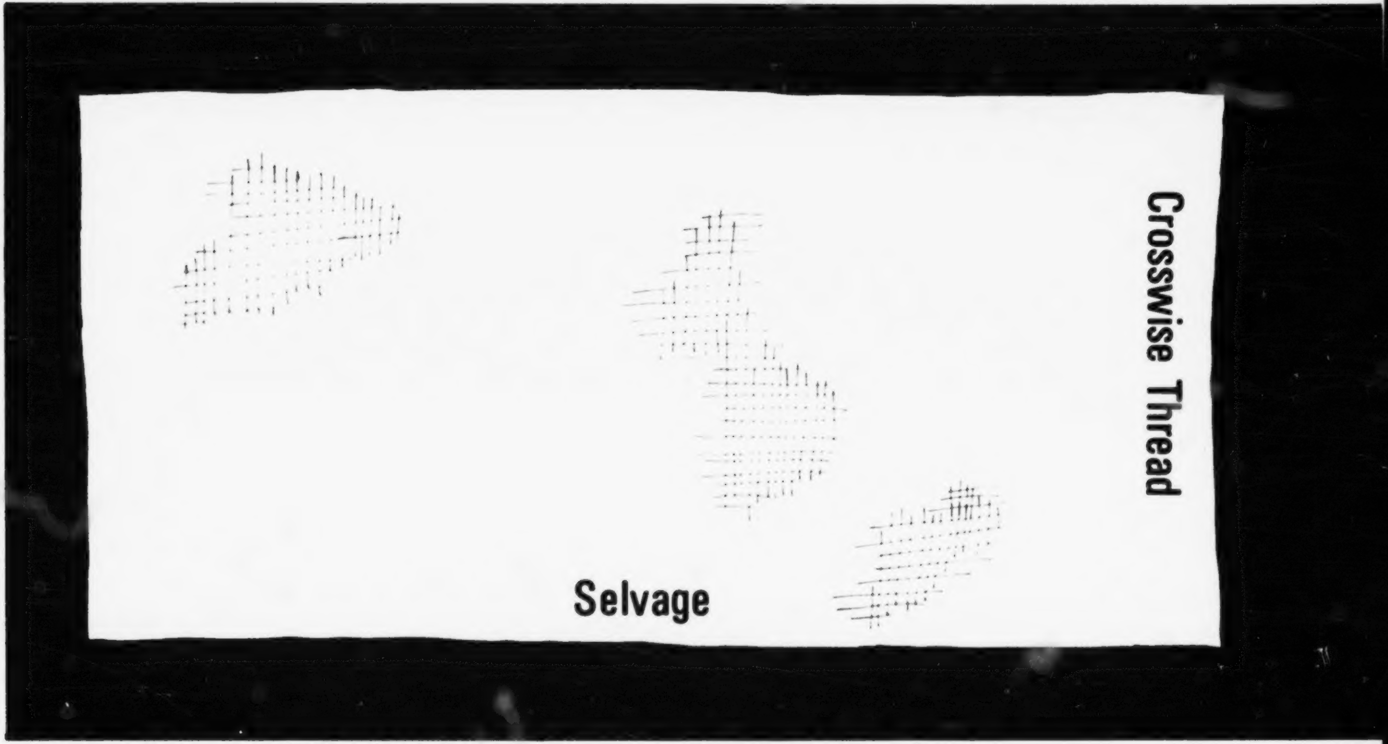
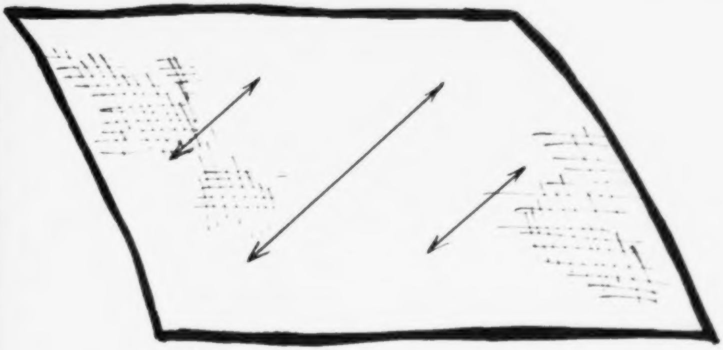

Bolt of Fabric
Selvage
Right Side
Wrong Side
Crosswise Thread
True Bias
Cut Edge
Lengthwise Thread

Table Check for Shape Perfection


Crosswise Thread
Selvage

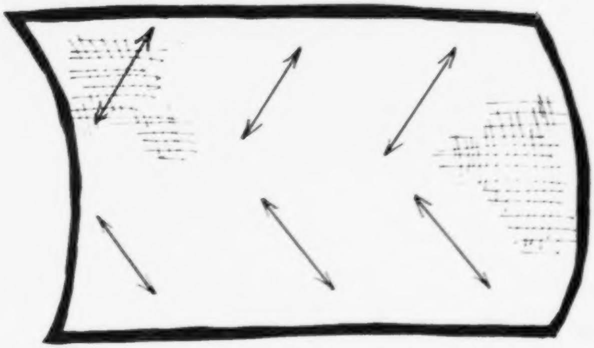
Fabric May be Off Grain in Different Ways

Entire Piece Off Grain



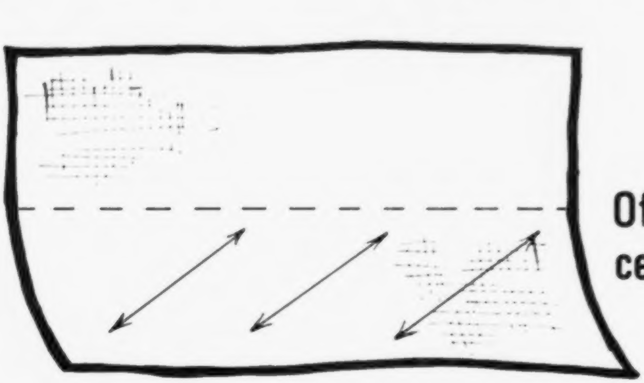
Off-grain from corner to corner

Entire Piece Off Grain



Off grain from center to corners

One Side Only



Off grain from center to corner

CLOTHING SERVICES
UNIT V
PREPARATION OF FABRIC FOR CUTTING

ASSIGNMENT SHEET #1--IDENTIFICATION OF TERMS PERTAINING TO FABRIC

I. Examine a piece of fabric. Identify the following terms pertaining to fabric by labeling the fabric:

A. Selvage

B. Crosswise thread

C. Lengthwise thread

D. True bias

E. Wrong side of fabric

F. Right side of fabric

CLOTHING SERVICES
UNIT V
PREPARATION OF CLOTH FOR CUTTING

JOB SHEET #1--THREAD PERFECT TEST FOR FABRIC

I. Tools and equipment

  A. Fabric

  B. Scissors

  C. Pins

II. Procedure (Transparency 2)

  A. If torn from bolt

    1. Lay fabric on table so that selvage is parallel and close to the long edge of the table

    2. Torn (cut) edge of fabric should be parallel to the end of the table

    3. If not parallel, fabric must be made shape perfect

  B. If cut from the bolt

    1. Locate the first crosswise thread that runs completely across the fabric (from selvage to selvage)

    2. Make small cut into the selvage

    3. Pick up the thread and gently pull

    (NOTE: Threads break easily, therefore care must be used when pulling.)

    4. Cut along line made by pulling thread

    (NOTE: If thread breaks, cut fabric on line to where thread broke. Pick up thread and pull.)

    5. Lay fabric on table so that selvage is parallel and close to the long edge of the table

    6. Cut edge of fabric should be parallel to the end of the table

    7. If not parallel, fabric must be made shape perfect

CLOTHING SERVICES
UNIT V
PREPARATION OF CLOTH FOR CUTTING

JOB SHEET #2--MAKE FABRIC SHAPE PERFECT

I. Tools and equipment--Fabric

II. Procedure (Transparency 3)

A. Pull piece of cloth from the shorter diagonal corners

B. Lay fabric on table so that selvage is parallel and close to the long edge of the table

C. Cut edge of fabric should be parallel to the end of the table

D. If not parallel, continue to pull

(NOTE: May need a partner to help pull fabric.)

(CAUTION: In some cases fabrics will not yield to pulling. After a determined try, it may be best not to "fight with the cloth.")

Progress Chart

	Thread Perfect Test for Fabric	Make Fabric Shape Perfect											
Teacher Demonstrations													
Students													

Note: X Teacher Demonstrations Completed
X Student Demonstrations Performed Satisfactorily

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

UNIT OBJECTIVE

After completion of this unit, the student should be able to demonstrate the fundamentals of maintaining operation of an industrial sewing machine. The student should also be able to select safety precautions used in the needle trades industry. This knowledge will be evidenced by completion of job sheets and unit test with a minimum of 85 percent accuracy.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Match terms associated with sewing machine maintenance and safety to the correct definitions.
2. Identify parts of the basic industrial sewing machine.
3. Identify parts of the lockstitch machine.
4. Identify parts of the chainstitch machine.
5. Identify parts of the sewing machine needle.
6. Match the industrial sewing machine parts to their functions/descriptions.
7. Distinguish between the characteristics of a lock stitch, chain stitch, and serge stitch.
8. Select from a list causes of incorrect thread tension.
9. Match lockstitch thread tension conditions to the correct tension problems.
10. Match chainstitch thread tension conditions to the correct tension problems.
11. Match sergestitch thread tension conditions to the correct tension problems.
12. Select from a list reasons to change machine needle.
13. Select from a list safety precautions used in the needle trades industry.
14. Demonstrate the ability to:
    a. Thread upper thread of lockstitch machine.
    b. Thread chainstitch machine.

c. Thread sergestitch machine.

d. Thread machine using tie-on technique.

e. Remove, refill, and insert bobbin.

f. Adjust thread tension.

g. Clean machine.

h. Oil machine.

i. Change machine needle.

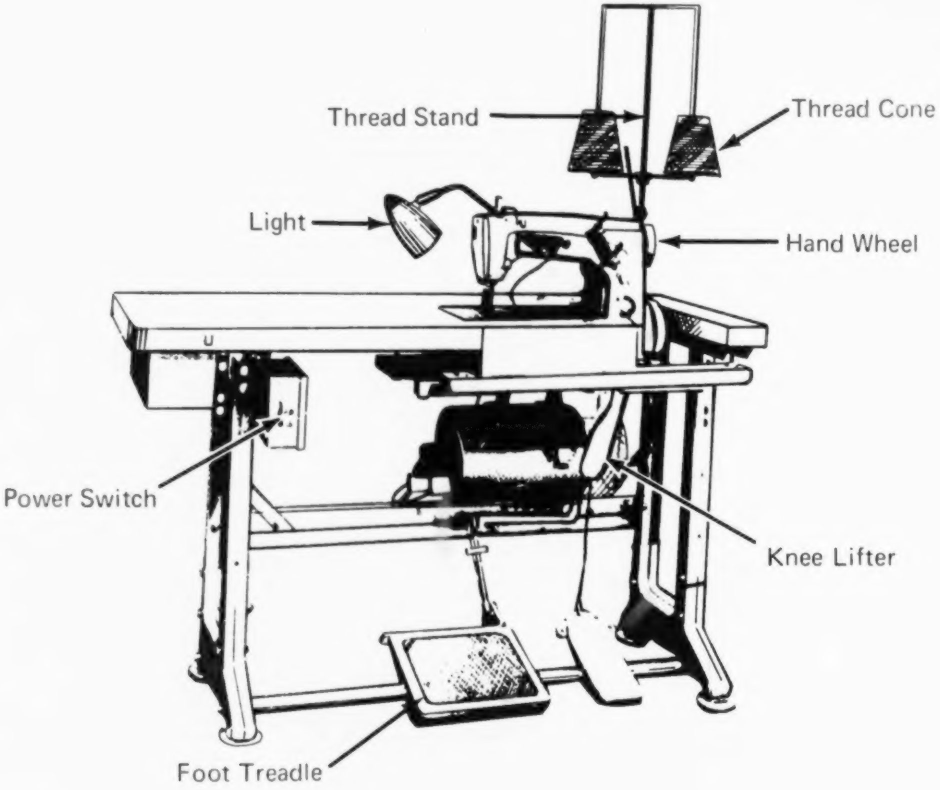
SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

INFORMATION SHEET

I. Terms and definitions

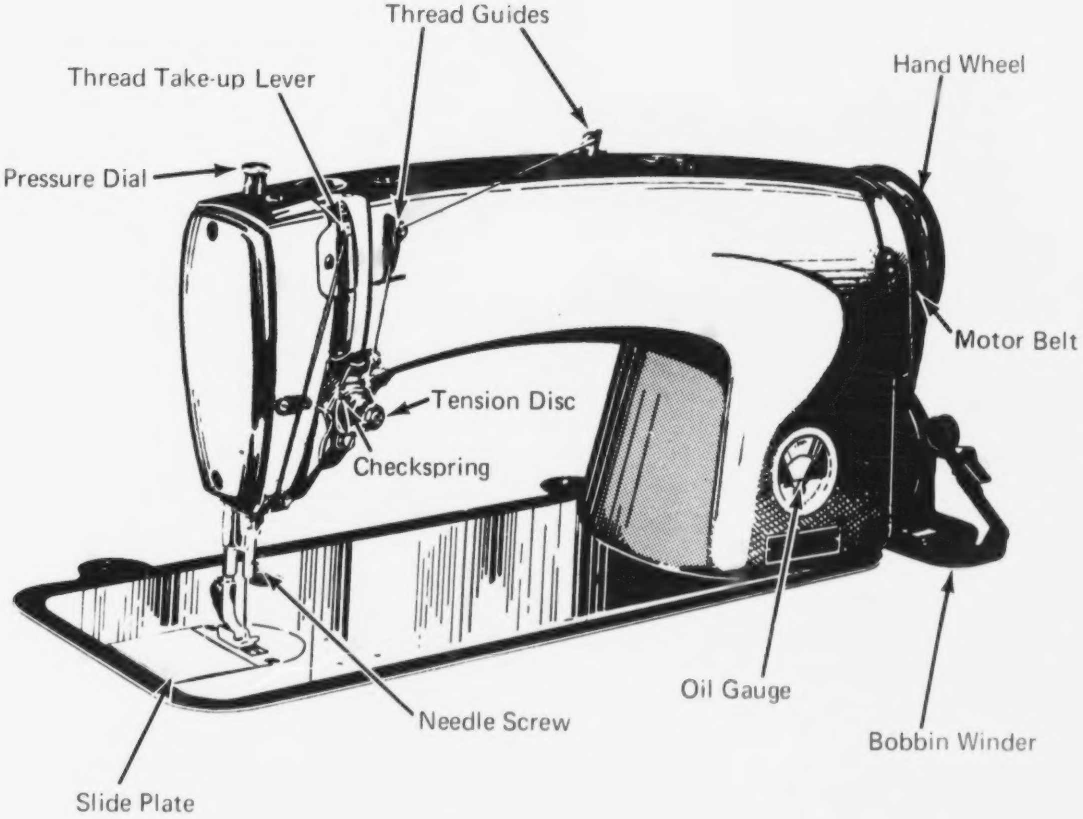
- A. Thread cone--Several thousand yards of thread on a spool formed into a cylinder
- B. Siphon--Bent tube used for carrying oil by force of atmospheric pressure
- C. Lubricate--To oil machine to reduce wear on parts
- D. Reservoir--Place where oil is collected and stored
- E. Manual--Controlling machine by human energy rather than by machine
- F. Maintenance--Continuous process of actions taken to insure optimum performance

II. Parts of basic industrial sewing machine


Thread Stand
Thread Cone
Light
Hand Wheel
Power Switch
Knee Lifter
Foot Treadle

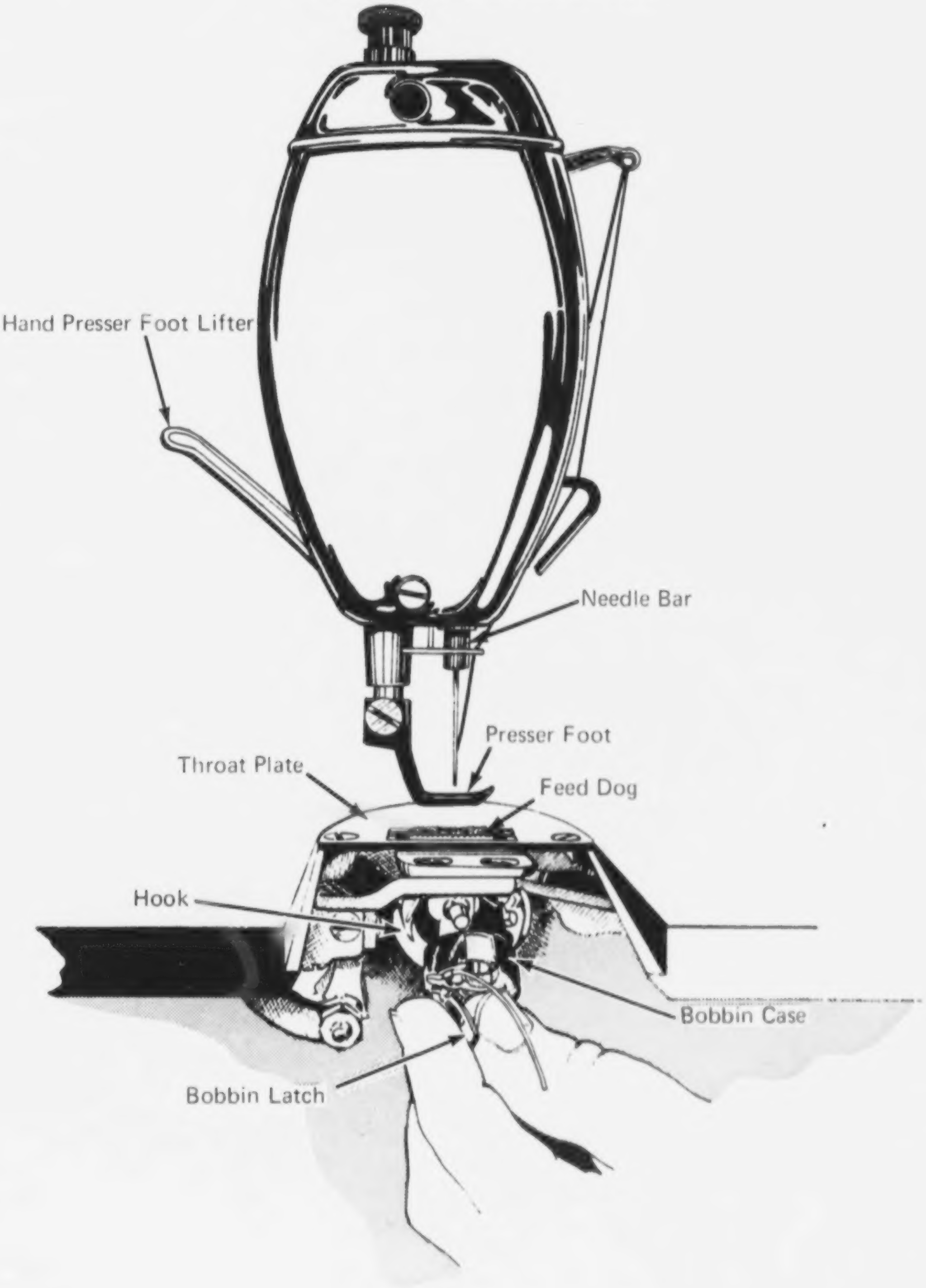
INFORMATION SHEET

III. Parts of the lockstitch machine


Thread Guides
Hand Wheel
Thread Take-up Lever
Pressure Dial
Motor Belt
Tension Disc
Checkspring
Oil Gauge
Needle Screw
Bobbin Winder
Slide Plate

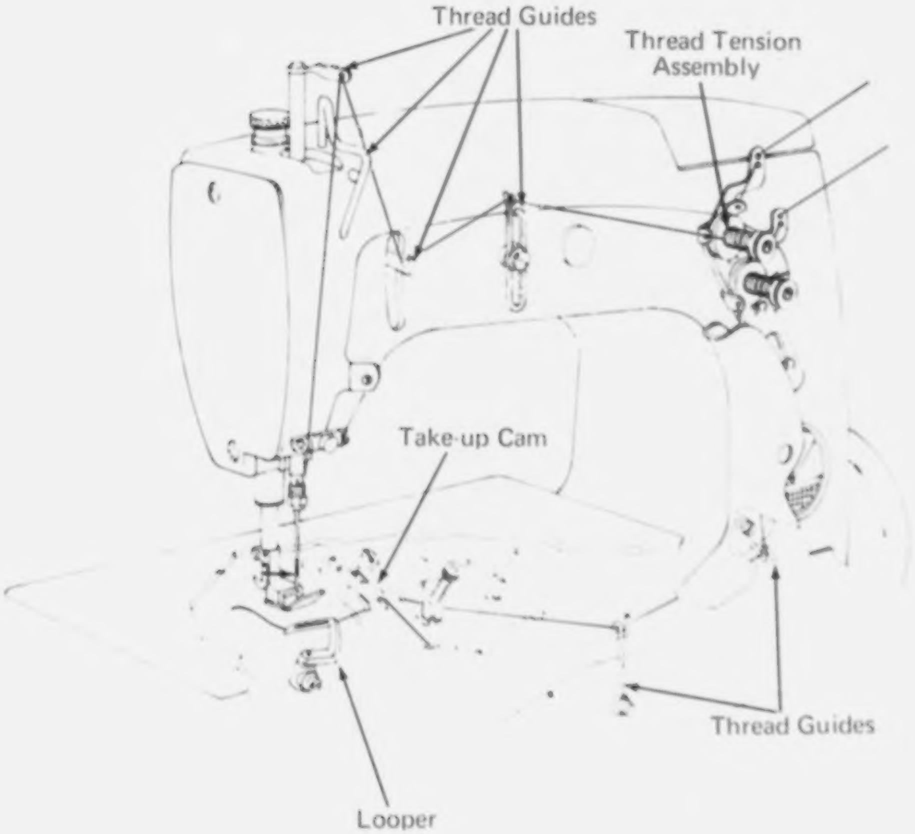
INFORMATION SHEET

Lockstitch Machine Front View

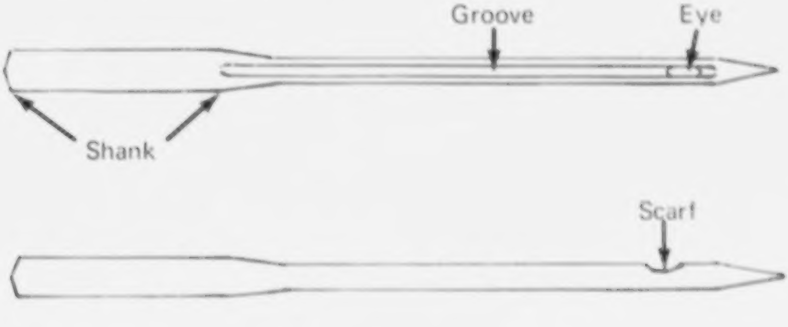

Hand Presser Foot Lifter
Needle Bar
Presser Foot
Throat Plate
Feed Dog
Hook
Bobbin Case
Bobbin Latch

INFORMATION SHEET

IV. Parts of the chainstitch machine


Thread Guides
Thread Tension Assembly
Take-up Cam
Thread Guides
Looper

V. Parts of the sewing machine needle


Groove
Eye
Shank
Scarf

INFORMATION SHEET

VI. Industrial sewing machine parts and their functions/descriptions

A. Power switch--When turned on, supplies machine with electricity

B. Foot treadle--Allows foot to control speed and to stop machine

(NOTE: In the case of an accident, clutch control releases hand wheel so that it is easily turned.)

C. Knee lifter--Allows sewer to control weight and height of presser foot with the knee

D. Hand presser foot lifter--Lifts presser foot by hand instead of knee

(NOTE: This practice is discouraged because it wastes time and energy.)

E. Hand wheel--Controls the motion of the machine manually and/or electrically

F. Motor belt--Connects hand wheel to motor, allowing machine to operate

G. Bobbin winder--Fills other bobbin while machine is operating

H. Oil gauge--Indicates amount of oil in machine

I. Thread stand--Holds thread cones

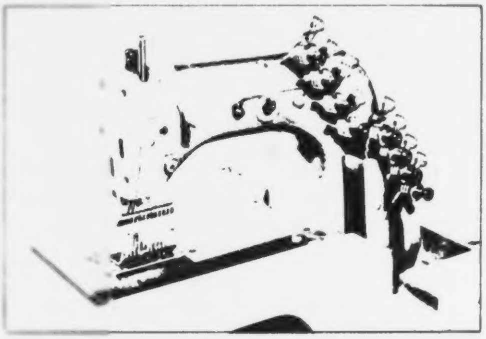
J. Tension spring/thread tension assembly/take-up spring--Regulate pressure on thread

K. Thread guides--Direct thread from thread cone to needle

L. Checkspring--Acts as shock absorber and provides small amount of tension on needle thread

M. Take-up lever--Loosens top thread as stitch is formed; removes slack as stitch is completed

N. Needle bar--Holds from 1 to 36 needles



INFORMATION SHEET

O. Needle screw--Holds needle in needle bar when sewing; releases needle from needle bar when unscrewed for needle change

P. Presser foot--Holds fabric in place as machine sews

Q. Pressure dial--Determines amount of pressure placed on the fabric from the presser foot

(NOTE: Some pressure is usually released for thicker fabrics; too much pressure may cause puckering.)

R. Throat plate--Smooth surface surrounding feed dog; protects machine from excessive lint buildup

S. Slide plate--Protects bobbin area from excessive lint buildup; slides to one side revealing hook and bobbin case area

T. Feed dog--Moves fabric when presser foot is down and foot treadle is activated

U. Hook--Hooks the top thread, carries it around the bobbin, and forms the "lock" on the lockstitch

V. Bobbin latch--Releases the bobbin from the hook

W. Bobbin case--Holds bobbin and regulates bobbin tension

X. Looper--Forms stitch in chainstitch machine; counterpart to hook and bobbin in the lockstitch machine

Y. Take-up cam--Pulls thread up to looper

Z. Needle shank--Portion of needle that is held by the needle bar and needle screw

AA. Needle groove--Long, narrow indentation on needle that prevents excessive wear on thread

BB. Needle eye--Last thread guide; carries thread to looper or hook

CC. Needle scarf--Notch that allows hook or looper to be set closer to insure against skipped stitches

VII. Characteristics of lock stitch, chain stitch, and serge stitch

A. Lock stitch

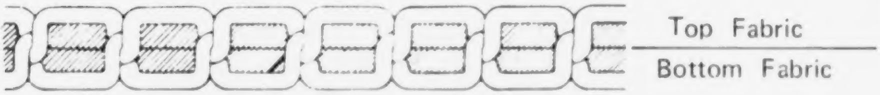
1. Has bobbin thread
2. Is nonraveling
3. Is less elastic

(NOTE: Elasticity also depends upon type of thread used.)

INFORMATION SHEET

4. Is a two-threaded stitch

Example: 5. Has same appearance on right and wrong side of fabric


Top Fabric
Bottom Fabric

B. Chain stitch

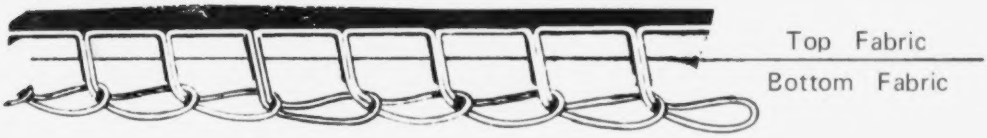
1. Has lower looper needle

2. Is easy to ravel

3. Is elastic

4. Has one or more threads in a stitch

Example: 5. Does not have same appearance on both sides


Top Fabric
Bottom Fabric

C. Serge stitch

1. Has edge cutter knife

2. Has two or more threads

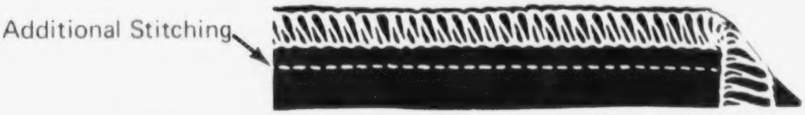
(NOTE: Occasionally you may find a serger with one thread, but this is uncommon.)

3. Has upper and lower looper

4. Is elastic

5. Finishes seam edges

Example: 6. May or may not need additional row of stitching


Additional Stitching

VIII. Causes of incorrect thread tension

A. Any change of fabric

B. Any change of thread

INFORMATION SHEET

C. Lint interference in thread guides

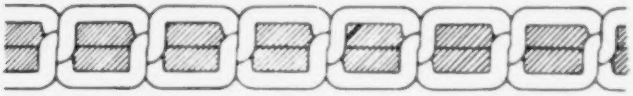
D. Top tension too loose or too tight

E. Bottom tension too loose or too tight

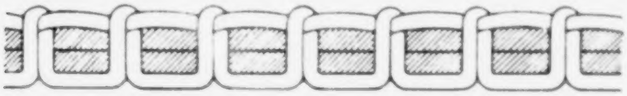
F. Inexperienced person adjusting tension

IX. Lockstitch thread tension conditions and tension problems

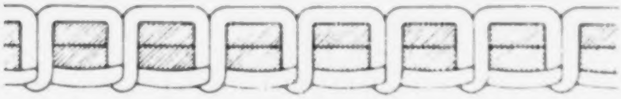
A. Correct tension, no adjustment needed



B. Upper tension too tight or bottom tension too loose



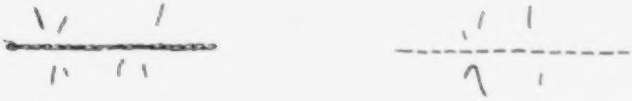
C. Upper tension too loose or bottom tension too tight



X. Chainstitch thread tension conditions and tension problems

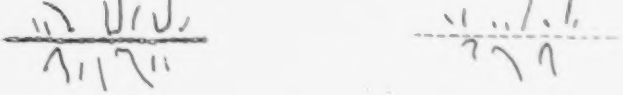
A. Correct tension, no adjustment needed

(NOTE: Because the chain stitch gives and stretches, the correct chainstitch tension may seem slightly tight in relation to correct lockstitch tension.)



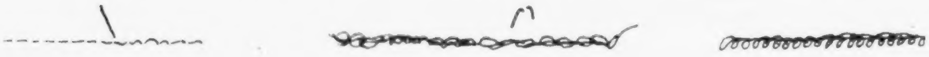
B. Tension too tight

(NOTE: Tight tension may cause thread to break and machine to become unthreaded.)



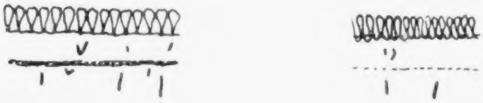
INFORMATION SHEET

C. Tension too loose

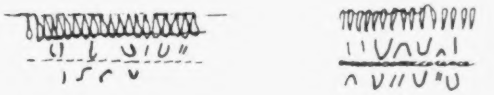


XI. Sergestitch thread tension conditions and tension problems

A. Correct tension, no adjustment needed

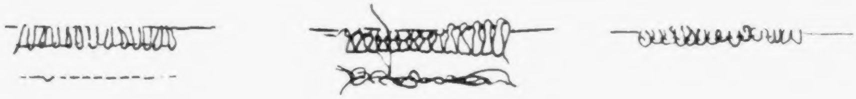


B. Tension too tight



C. Tension too loose

(NOTE: The overedge chain slips off edge of serge in second sample.)



XII. Reasons to change machine needle

A. Skipped stitches in seam

(NOTE: There may be additional causes for this.)

B. Continual thread breakage while sewing

C. Change in fabric weight

D. Change in thread weight

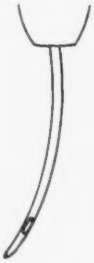
E. Change in fabric construction

INFORMATION SHEET

F. Bent needle

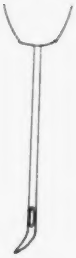
(NOTE: A slightly bent needle may be detected by rolling it on a flat surface.)

Example:



G. Burred needle

Example:



H. Broken needle

XIII. Safety precautions used in the needle trades industry

A. Do know

1. All fire exits
2. Where fire aids are kept
3. Electrical equipment with which you work
4. Basic first aid
5. Fire extinguishers and their uses

   (NOTE: Know which type of extinguisher to use on specific types of fires.)
6. Basic good housekeeping
7. Where to cut off main power source

B. Don't

1. Keep things near belt

   (NOTE: Belts may throw items, such as nippers.)
2. Smoke except where it is allowed

INFORMATION SHEET

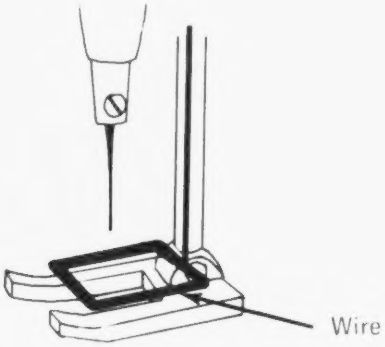
3. Run in building
4. Clutter aisles
5. Leave machine running unattended
6. Move equipment
7. Change electrical plugs
8. Use fingers on hand wheel

   (NOTE: Use palms of hands.)
9. Horseplay
10. Blow through air hoses
11. Wear loose clothing or jewelry
12. Wear long hair loose; tie hair back
13. Climb

C. Safety device--Request wire finger guard if you feel it is needed

(NOTE: The garment industry factories are basically hazard-free; very few safety devices are needed. The wire finger guard can be acquired upon request to prevent sewing over the finger, the most common accident.)

Example:



SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #1--THREAD UPPER THREAD OF LOCKSTITCH MACHINE

I. Materials and equipment

   A. Lockstitch sewing machine

   B. Thread

   C. Nippers

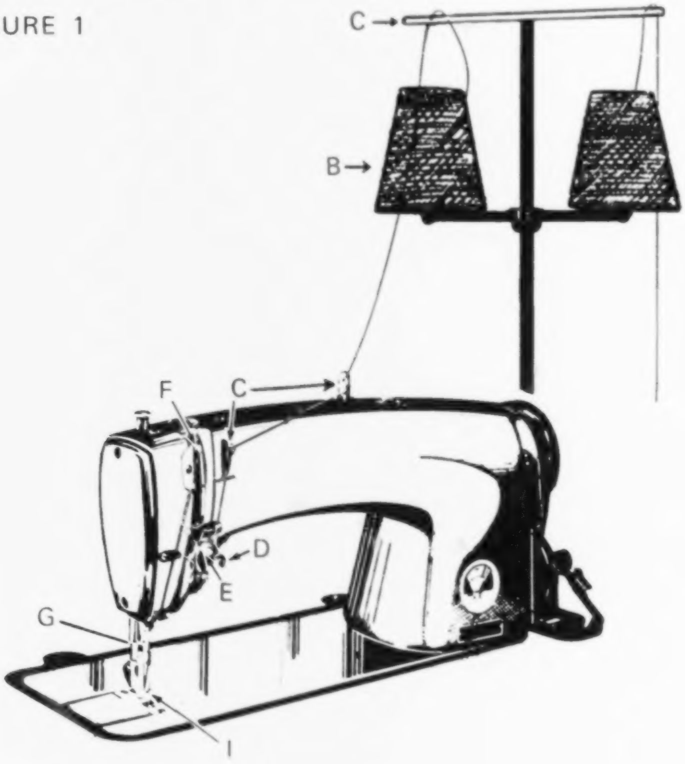
   D. Company instruction manual

II. Procedure

   A. Find directions on threading machine in company manual

   (NOTE: The following steps are general and vary from machine to machine. They may be disregarded if company manual is complete. The steps on the next page follow the corresponding letters in Figure 1.)

FIGURE 1



JOB SHEET #1

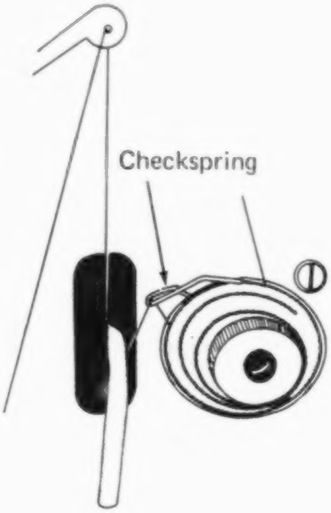
B. Set thread on thread stand

C. Guide thread through upper thread guides

D. Place thread between tension discs (Figure 2)

(NOTE: Raising knee lift will release tension discs, making threading easier and more accurate.)

FIGURE 2



E. Pull thread up over checkspring and under vertical bar

F. Thread through take-up lever

G. Thread through additional thread guides

H. Clip ends of thread if needed

I. Insert thread through eye of needle

J. Sew to test if stitch formation is correct

(NOTE: If an operator has trouble with stitch formation, the first recommendation is to rethread the machine, even if one is sure it was done correctly the first time.)

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #2--THREAD CHAINSTITCH MACHINE

I. Materials and equipment

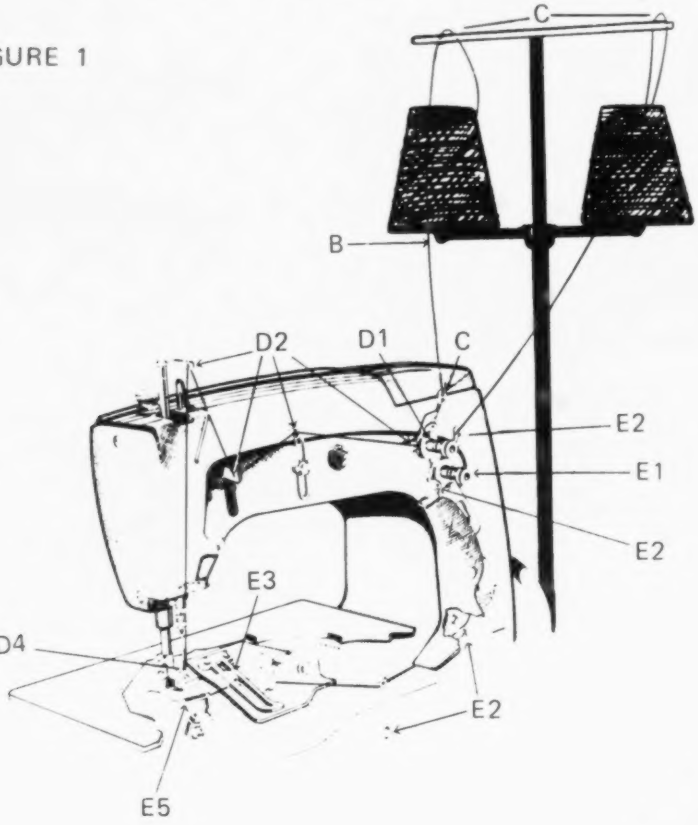
- A. Chainstitch sewing machine
- B. Thread
- C. Nippers
- D. Tweezers
- E. Company instruction manual

II. Procedure

- A. Find directions on threading machine in company manual

  (NOTE: The following steps are basic and vary from machine to machine. They may be disregarded if company manual is complete. The steps on the next page follow the corresponding letters in Figure 1.)

FIGURE 1



JOB SHEET #2

B. Set thread on thread stand

C. Guide thread through upper thread guides

D. Thread top thread through machine

   1. Place thread between discs of uppermost thread tension assembly

   2. Place thread through thread guides

   3. Clip ends of thread if needed

   4. Thread through needle

E. Thread bottom thread through machine

   1. Place thread through lower thread tension assembly

   2. Follow lower thread guides

   3. Place thread through take-up cam

   4. Clip ends of thread if needed

   5. Thread looper

      (NOTE: If necessary, use tweezers to aid in threading looper.)

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #3--THREAD SERGESTITCH MACHINE

I. Materials and equipment

   A. Sergestitch sewing machine

   B. Thread

   C. Nippers

   D. Tweezers or wire hook

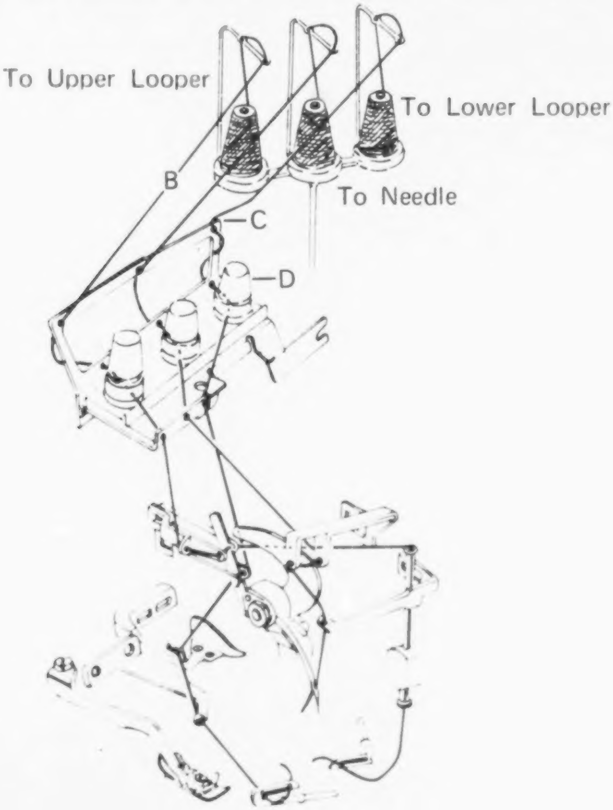
   E. Company instruction manual

II. Procedure

   A. Find directions on threading in company manual

   (NOTE: The following steps are basic and vary from machine to machine. They may be disregarded if company manual is complete. The steps on the next page follow the corresponding letters in Figure 1.)

FIGURE 1



JOB SHEET #3

B. Set thread on thread stand

C. Guide thread through upper thread guides

D. Place thread between tension discs

E. Guide thread through machine as directed on Figure 1

F. Clip ends of thread if needed

G. Use tweezers or wire hook for hard-to-reach areas

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #4--THREAD MACHINE USING TIE-ON TECHNIQUE

I. Materials and equipment

   A. Threaded machine

   B. Cone of thread

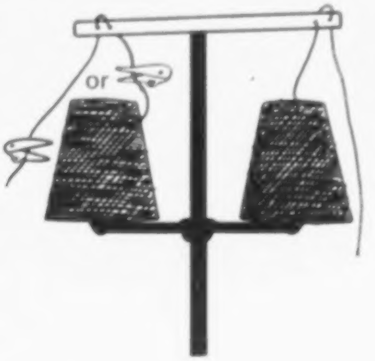
   C. Nippers

II. Procedure

   A. Cut thread off cone that is in machine (Figure 1)

   (NOTE: The cut should be between the cone and the first or second thread guide.)

FIGURE 1



   B. Remove cone from thread stand

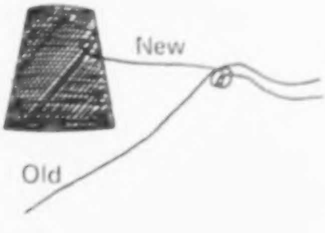
   (NOTE: Do not pull old thread out of machine.)

   C. Set new thread on stand

   (NOTE: Thread through upper thread guides if needed.)

   D. Tie new thread end to old thread end (Figure 2)

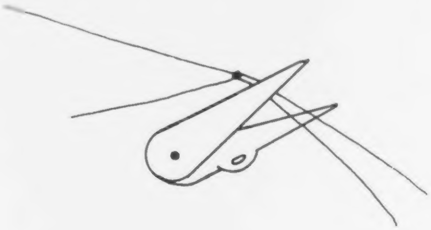
FIGURE 2



JOB SHEET #4

E. Clip thread ends if long tie is remaining on knot (Figure 3)

FIGURE 3



F. Raise presser foot to release thread tension

G. Pull old thread through machine from needle until knot passes through needle eye

(NOTE: A square knot should go through the needle eye; if not, clip off knot and thread eye.)

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #5--REMOVE, REFILL, AND INSERT BOBBIN

I. Materials and equipment

A. Lockstitch sewing machine

B. Thread

C. Bobbin, 2, one empty and one with thread

D. Bobbin case

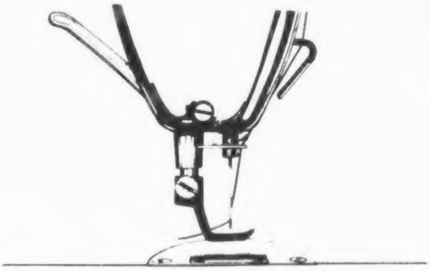
(NOTE: Bobbin cases should not be exchanged among machines. This would call for tension readjustment.)

II. Procedure

(NOTE: A sewing machine is a very delicate piece of machinery. Treating it with care will insure trouble-free sewing.)

A. Position needle in uppermost position (Figure 1)

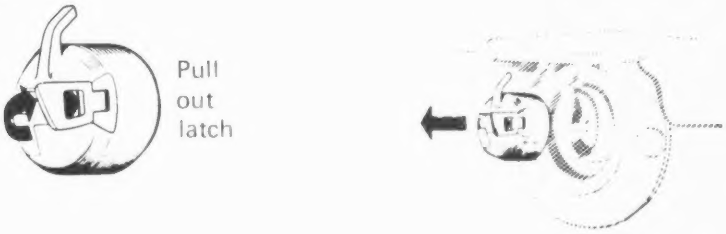
FIGURE 1



B. Pull bobbin latch out and remove bobbin case from hook (Figure 2)

(CAUTION: Do not tilt machine back to retrieve bobbin case. You could hurt your fingers, cause the machine to become out of time, and/or cause the belt to come off. Retrieve bobbin case by reaching under table.)

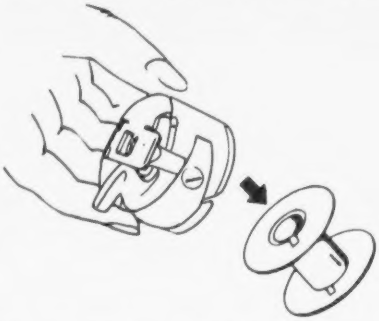
FIGURE 2



JOB SHEET #5

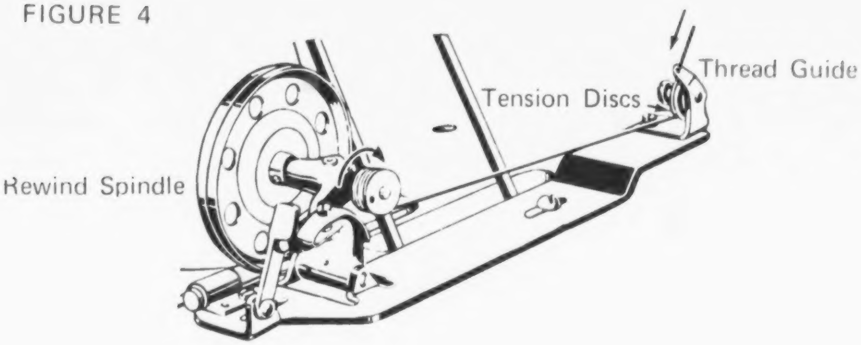
C. Release latch to drop bobbin out of bobbin case (Figure 3)

FIGURE 3



D. Place bobbin on rewind spindle (Figure 4)

FIGURE 4


Thread Guide
Tension Discs
Rewind Spindle

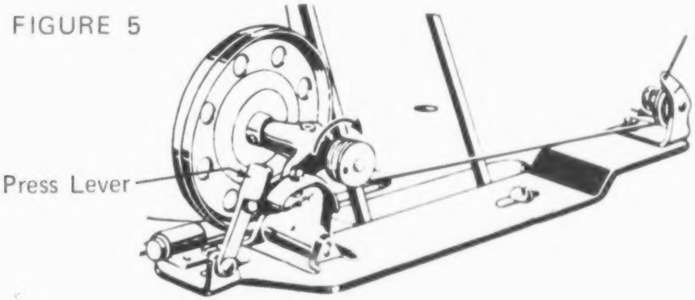
E. Pass thread through thread guide (Figure 4)

F. Place thread between tension discs and secure thread around bobbin (Figure 4)

G. Press lever used to fill bobbin (Figure 5)

(NOTE: Bobbin will now rewind while you sew. This is why you have two bobbins.)

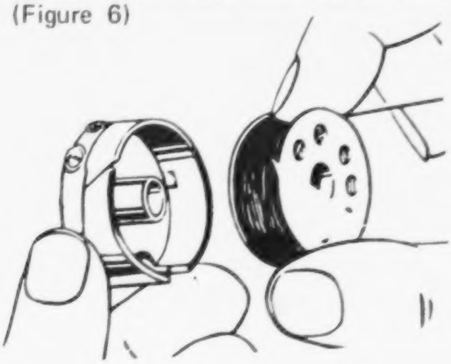
FIGURE 5


Press Lever

JOB SHEET #5

H. Drop filled bobbin into bobbin case with thread coming off bobbin in clockwise motion (Figure 6)

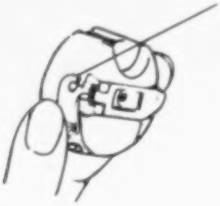
FIGURE 6



I. Pull bobbin thread through bobbin case tension guide (Figure 7)

(NOTE: The method used depends upon model and namebrand of machine.)

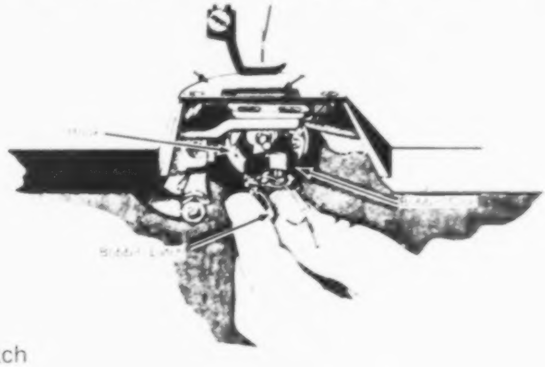
FIGURE 7



J. Pull bobbin latch out and insert bobbin case half way into machine with latch horizontal (Figure 8)

(NOTE: Having the bobbin latch pulled out will keep bobbin locked into bobbin case and keep it from falling out.)

FIGURE 8



K. Release latch

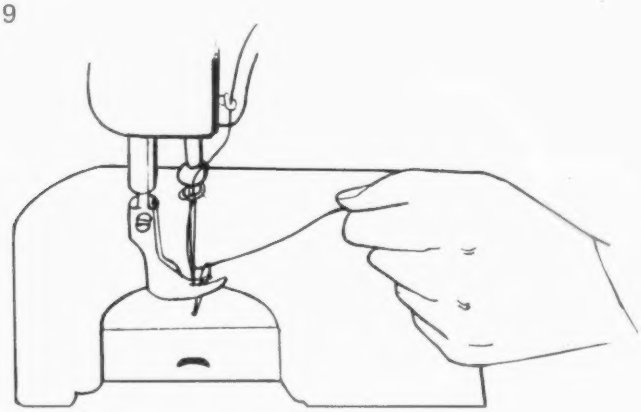
L. Push bobbin case into hook until you hear it click

JOB SHEET #5

M. Hold top thread and turn hand wheel slowly to pull up bobbin thread (Figure 9)

(NOTE: This will also check the security of the bobbin case.)

FIGURE 9



SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #6--ADJUST THREAD TENSION

I. Materials and equipment

   A. Threaded lockstitch machine

   B. Threaded chainstitch machine

   C. Threaded sergestitch machine

   D. Fabric scraps

   (NOTE: Your teacher will maladjust the thread tension at various times so that you can acquire practice. This will be continued until your teacher feels that you are proficient with each machine.)

II. Procedure for lockstitch machine

   A. Sew across scrap of fabric

   (NOTE: Mark "up" side of fabric with an *X* or use two different colors of fabric. This is for your own practice and is not an industrial procedure.)

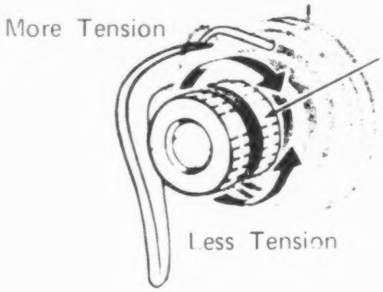
   B. Determine tension problem

   (NOTE: Refer to information sheet for tension condition problems.)

   C. Adjust top tension 6 mm (1/4") in the direction that would seem to correct the problem (Figure 1)

   (NOTE: Bobbin tension is to be adjusted only by teacher.)

FIGURE 1



   D. Sew across scrap

   E. Determine if the thread tension problem is solved by referring to standards on information sheet

   F. Readjust machine until correct thread tension is achieved

JOB SHEET #6

III. Procedure for chainstitch and sergestitch machines

(NOTE: Some industries prefer that only mechanics do this adjustment.)

A. Sew across scrap of fabric

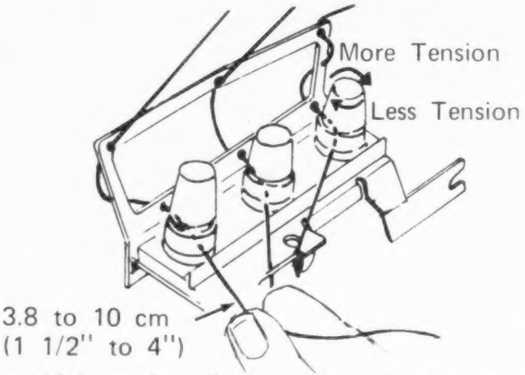
B. Determine tension problem

(NOTE: Refer to information sheet for tension condition problems.)

C. Use fingers to pull thread through each tension disc (Figure 2)

(NOTE: Thread should be pulled about 3.8-10 cm [1 1/2"-4"] beyond disc.)

FIGURE 2



D. Determine which tension disc seems too tight or too loose in relation to the others

E. Move thread tension slightly (6 mm or 1/4") in the direction that will alleviate problem

F. Sew across scrap

G. Determine if the thread tension problem is solved by referring to tension standards on information sheet

H. Readjust machine until correct thread tension is achieved

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #7--CLEAN MACHINE

(NOTE: Check with industrial supervisor before proceeding with cleaning. Some industries prefer that only mechanics clean machines.)

I. Materials and equipment

A. Lockstitch machine

B. Chainstitch machine

C. Other types of machines available

D. Small cleaning brush

E. Dust cloth

F. Screwdriver

G. Air hose

(NOTE: When available, the air hose is used instead of cleaning brush and dust cloth.)

II. Procedure for lockstitch machine

(CAUTION: Machine should be turned off.)

A. Remove bobbin case from hook

B. Remove throat plate screws

C. Lift throat plate away from machine

D. Brush across feed dog, in bobbin area, and wherever lint is seen

E. Rotate hand wheel to expose additional places around feed dog and bobbin area

F. Brush lint away

(NOTE: For certain types of machines it would be efficient to oil the machine at this time.)

G. Replace throat plate and bobbin case

JOB SHEET #7

H. Dust head and area around head of machine with dust cloth

(NOTE: This keeps garments clean.)

I. Check various areas for lint buildup

Examples: Between tension discs, in thread guides

III. Procedure for chainstitch machine

(CAUTION: Machine should be turned off.)

A. Remove throat plate screws

B. Lift throat plate away from machine

(NOTE: Not all chainstitch machines have throat plates that should be or can be removed.)

C. Brush across feed dog

D. Open plate that exposes loopers

E. Brush lint away from looper area

F. Rotate hand wheel to expose additional area around loopers

G. Brush lint away

H. Replace throat plate

I. Dust head and area around head of machine with dust cloth

J. Check various areas for lint buildup

Examples: Between tension discs, in thread guide

IV. Procedure for other types of machines

(CAUTION: Machine should be turned off.)

A. Remove all folders and/or swing away all attachments

B. Remove throat plate screws

C. Lift throat plate away from machine

(NOTE: Not all machines have throat plates that should or can be removed.)

D. Brush across feed dog

JOB SHEET #7

E. Open plate that exposes bobbins/loopers

(NOTE: Remove bobbins.)

F. Brush lint away from bobbin/looper area

G. Rotate hand wheel to expose additional areas around bobbin/looper area

H. Brush lint away

I. Dust head and area around head of machine with dust cloth

J. Check various areas for lint buildup

Examples: Between tension discs, in thread guides

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #8--OIL MACHINE

(NOTE: Some industries prefer that the mechanics oil the machines. Check with the supervisor before oiling.)

I. Materials and equipment

   A. Sewing machine oil

   B. Various sewing machines available in classroom

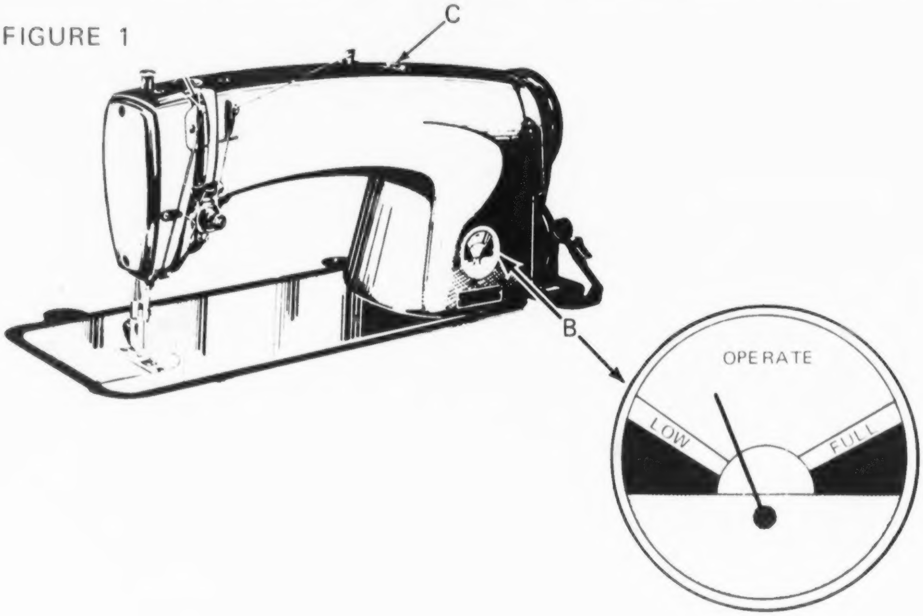
   C. Company instruction manual

II. Procedure for siphon-lubricated machine

   A. Find directions on oiling machine in company manual

   (NOTE: The next steps may be disregarded if company manual is complete. The steps below follow the corresponding letters in Figure 1.)

FIGURE 1



   B. Check level of oil on oil gauge

   C. Unscrew lid to the lubrication system

JOB SHEET #8

D. Add oil until gauge reads FULL

E. Screw lid back onto the lubrication system

III. Procedure for oil reservoir machine

A. Find directions on oiling machine in company manual

(NOTE: The next steps may be disregarded if company manual is complete. The steps below follow the corresponding letters in Figure 2.)

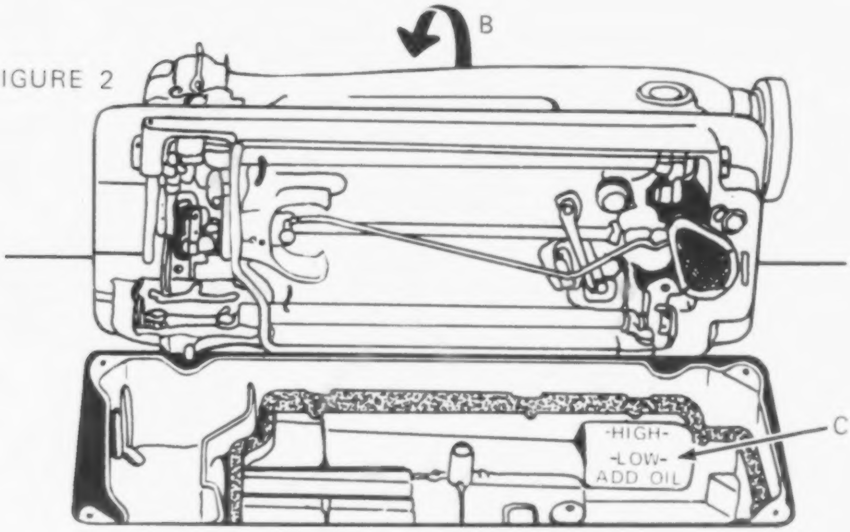
B. Tilt machine back

C. Check oil level

D. Add oil if oil is on LOW-ADD OIL line

E. Set machine back in work table

FIGURE 2



IV. Procedure for oiling specific locations

A. Find directions on oiling machine in company manual

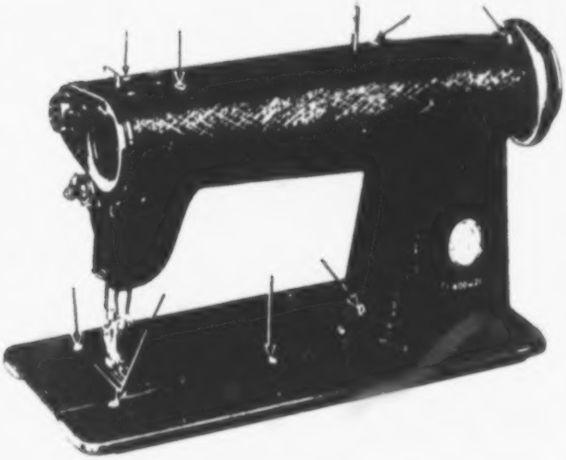
(NOTE: The next steps may be disregarded if company manual is complete.)

JOB SHEET #8

B. Oil at locations on machine (Figure 3)

Examples: Red arrows, red paint or holes

FIGURE 3



C. Use one drop of oil

D. Oil once for every eight hours of machine operation

(NOTE: Frequency of oiling machines will vary from industry to industry. Check with industrial supervisor before oiling.)

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

JOB SHEET #9--CHANGE MACHINE NEEDLE

I. Material and equipment

  A. Lockstitch or chainstitch sewing machine

  B. Needle

  C. Screwdriver

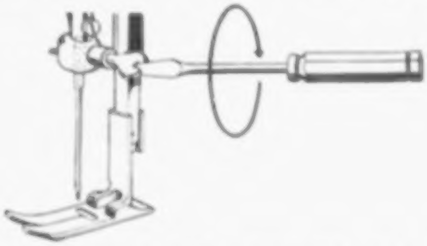
II. Procedure

  A. Turn hand wheel to bring needle to highest point

  B. Loosen needle screw (Figure 1)

  (CAUTION: Do not unscrew completely as screw may fall out and become lost.)

FIGURE 1



  C. Tug on needle with downward movement until it comes out

  D. Discard old needle

  (NOTE: If you have a recurring problem, save the needle for the mechanic. A needle problem may be the key to the machine trouble.)

  E. Place shank of new needle into socket with the long groove of the needle facing the last thread guide (Figures 2 and 3)

  (NOTE: Sewing machine needles have both a long and short groove, one on each side of the eye.)

FIGURE 2

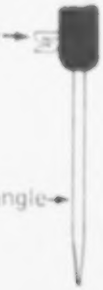
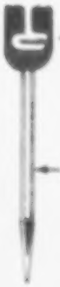


FIGURE 3



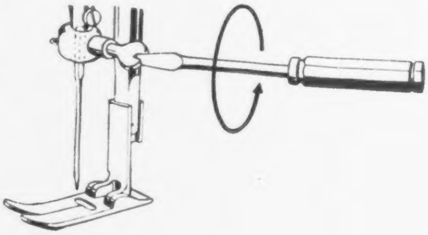
(NOTE: The last thread guide may also be on back or left side.)

JOB SHEET #9

F. Push shank of needle up as far as it will go

G. Tighten needle screw (Figure 4)

FIGURE 4



CONSTRUCTION TECHNIQUES
UNIT III

UNIT OBJECTIVE

After completion of this unit, the student should be able to use the following sewing techniques and information to construct a garment. This knowledge will be evidenced through completion of job sheets, and unit test with a minimum of 85 percent accuracy.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Match terms associated with construction techniques to the correct definitions.
2. Describe the appearance of offgrain yard goods.
3. Describe characteristics of garments cut off grain.
4. Select from a list time-saving techniques that may be incorporated into the cutting process.
5. Match construction techniques to their functions.
6. Name the functions of interfacing.
7. Select from a list guidelines to use when selecting interfacing.
8. Select from a list areas of garments which often require interfacing.
9. Select from a list areas of garments which may require tape.
10. Select from a list characteristics of properly set in sleeves.
11. Select from a list characteristics of a well-made collar.
12. Select from a list generally accepted rules of sewing.
13. Select from a list practices that assure professional-looking results.
14. Discuss unit construction process.
15. Demonstrate the ability to:
    a. Determine if woven fabric is on grain.
    b. Make pattern markings.

c. Cut interfacing.

d. Make pockets.

e. Apply iron-on interfacing.

f. Tape garment.

g. Grade, trim, clip, and notch seam allowance.

h. Understitch garment.

i. Attach shirt collar.

j. Stitch in the ditch.

k. Topstitch.

l. Sew sleeve plackets.

m. Sew cuff on sleeve.

n. Set in sleeves.

o. Determine size of buttonhole.

p. Determine placement of buttonhole.

q. Mark garment for horizontal buttonholes.

r. Sew buttons on by machine.

s. Make bound buttonholes.

t. Finish underside of bound buttonholes.

u. Sew zipper into garment.

CONSTRUCTION TECHNIQUES
UNIT III

INFORMATION SHEET

I. Terms and definitions

A. Baste/ease stitching--Row of stitching using the longest stitch available on the stitch regulator

(NOTE: This is usually about 6-8 stitches per one inch. Use baste/ease stitch where needed with wovens and omit completely when working with knits unless area is to be gathered.)

B. Tape--Narrow ribbon or strips of twill woven material

C. Roll line--Where garment part is to be turned to the outside

Examples: Lapel roll line, collar roll line

(NOTE: A well-made garment will have a roll line with minimum indication of a crease. Many people unknowingly press a crease into the roll line which makes it lay flat rather than roll.)

D. Drag line--Pulled or taut area within garment indicating need for alteration

(NOTE: Drag lines are often seen in the hem area where the hem edge has been incorrectly finished or an incorrect hemming procedure has been used.)

E. Interfacing--Woven or nonwoven material used inside certain garment parts

F. Lining--Inside fabric of a garment that covers interior construction; usually a slick, firm, thin fabric

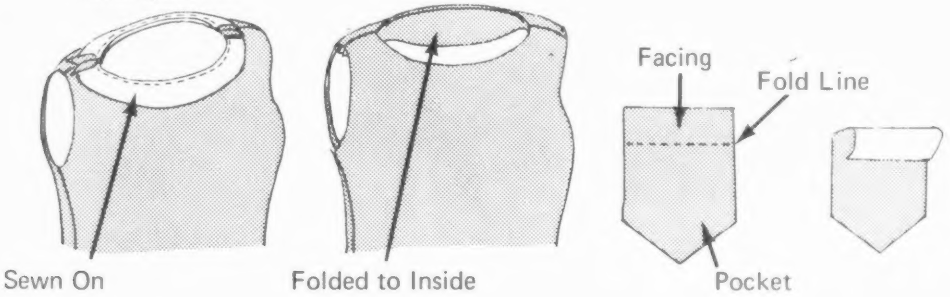
(NOTE: The lining may be knit or woven, depending upon its function.)

G. Stay stitching--Row of machine stitching 1/8" from seamline into seam allowance; used on curved or biased edge

H. Facing--Piece of fabric that is sewn onto garment and folded inside to finish edge; sometimes a fold line is utilized rather than sewing on extra fabric

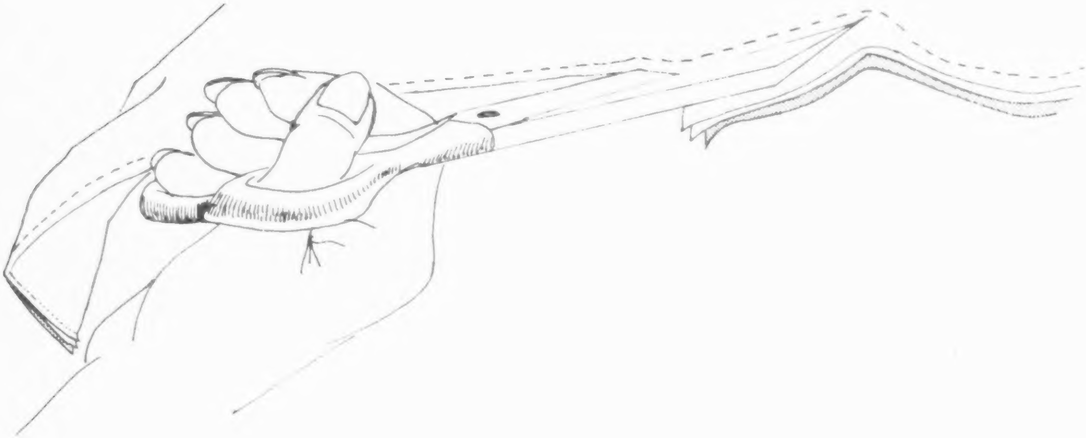
(NOTE: Grain line of facing is almost always identical to garment grain line.)

Examples:



I. Bevel--One-step method of grading seams by using a slanting angle with scissors; scissors are held horizontally, fairly flat, and close to fabric

Example:



J. Yard goods--Fabric that has not been cut into garment pieces

K. Stitch in the ditch/crack stitch--Sewing in a seam on the outside of the garment to secure facing or fabric underneath

L. Finger press--Creasing fabric by running forefinger with pressure along a fold or seamline; used to save time consumed in pressing with an iron

M. Pivot--Leaving machine needle in work while turning

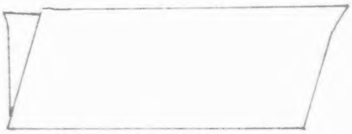
INFORMATION SHEET

II. Appearance of offgrain yard goods (Job Sheet #1)

(NOTE: Many fabrics are off grain and cannot be straightened because of finishes, but unfinished natural fibers can be straightened. Professional pressing by dry cleaners, not coin-operated dry cleaning, can shrink and straighten some fabrics for a minimum charge. Machine washable fabrics can be straightened and preshrunk by home laundry processes.)

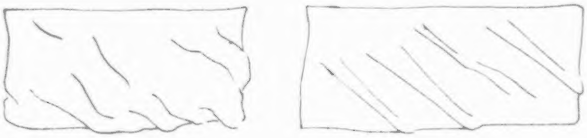
A. Ends of fabric do not meet when fabric is folded flat, lengthwise, and with selvages together

Example:



B. Bubbles and ridges are present throughout fabric when selvages and ends meet

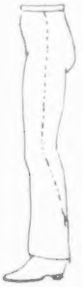
Examples:



III. Characteristics of garments cut off grain

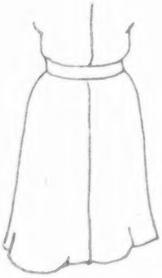
A. Garment and seams twist around body

Example:



B. Hems sag in areas

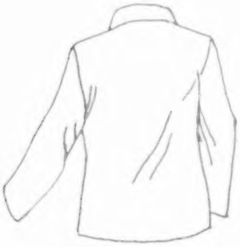
Example:

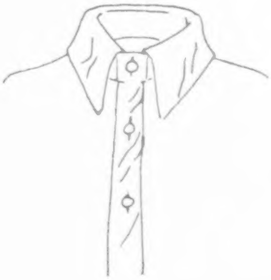


C. Fabric does not lie flat next to body or interfacing

(NOTE: There may be soft diagonal ripples in places.)

Examples:





D. Collars, lapels, and pocket flaps do not lie or roll correctly

E. Jackets that are worn open pull to one side

F. Pleats do not lie flat

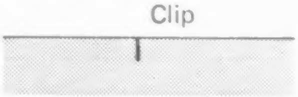
IV. Time-saving techniques that may be incorporated into the cutting process (Job Sheet #2)

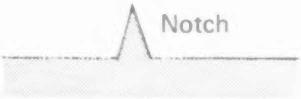
A. Use scissors with long blades rather than scissors with short blades

B. Make short clips in seam allowances instead of outward notches

(NOTE: This may depend upon the width of seams and type of fabric.)

Example:

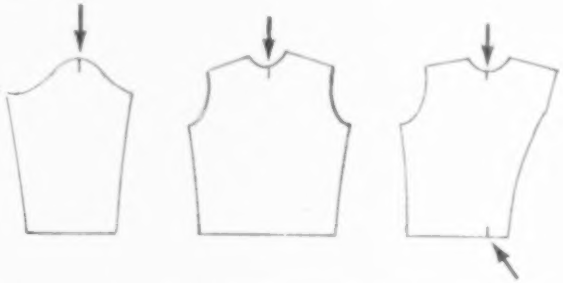




INFORMATION SHEET

C. Mark shoulder seam placement on sleeve cap, center back, and center front with small clip

Examples:



D. Cut seam allowance down to appropriate width in initial cutting rather than trimming later

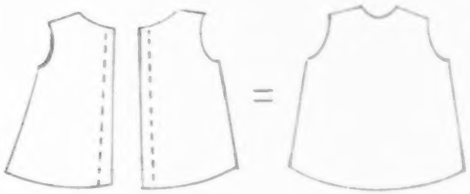
Example: Cut collars, neck edge, cuff seams, sleeve caps, and armholes with 1/4" seams rather than 5/8" seams

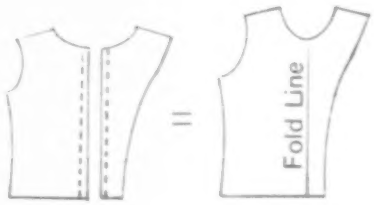
E. Place straight seamed pieces that will be sewn together on a fold or with seamlines together if grain line allows

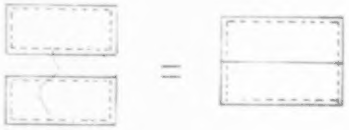
(NOTE: This will eliminate the seam and seam allowance.)

(CAUTION: Occasionally, a seam will be desirable for added support, such as on some front coat facing edges.)

Examples:







V. Construction techniques and their functions (Job Sheets #6, #7, #8, #10, and #11)

A. Understitching--Helps edges lie flat and keeps facings from rolling to outside of garment

(NOTE: Understitching is a row of machine stitching placed close to seamline on facing side which attaches the seam allowances to the facing.)

INFORMATION SHEET

B. Backstitching/lock-a-stitching--Keeps seams from coming apart or stitching from coming out

(NOTE: Backstitching is back-and-forth machine stitching. Lock-a-stitching occurs when pressure is slightly lifted from presser foot and several stitches are made in one place.)

C. Clipping--Cutting into seam allowance rather than making an outward notch to indicate placement of garment parts

(NOTE: For a standard seam allowance, clipping into seam on curves helps seams lie flat and keeps seams from pulling or puckering on the outside.)

D. Notching--Cutting V-shaped edges from seam allowance to eliminate bulk and allow seam to lie flat

Examples of areas that are notched: Outside edge of collar, princess line bodice

E. Grading--Prevents abrupt layer differences on inside of garment; helps to make garment look nicer and prevents excess wear on thick seam areas

(NOTE: Each seam is trimmed to a different width. Beveling offers a similar effect.)

F. Taping--Adds reinforcement and prevents certain areas from stretching and/or wearing

(NOTE: Tape is most commonly used on bias seams and folds.)

G. Cutting on bias--Used for desirable draping effects (bows, ties); allows fabric to absorb ease more effectively

H. Staystitching--Row of stitching that stabilizes curved or bias edges that may stretch

(NOTE: Staystitching may be omitted during construction but should be considered if garment is to be tried on, hung up, or clipped.)

I. Topstitching--Provides decoration; keeps edges flat and facing from rolling to right side

J. Lining--Provides attractive interior; provides insulation; allows garment to hang nicely from body; prevents some outer fabrics from stretching out of shape; keeps fashion fabrics from body, allowing those allergic to fabric to wear them

K. Finishing seams--Adds life to garment by preventing raveling

INFORMATION SHEET

L. Turning line--Basting following a fold line that is otherwise creased by pressing

(NOTE: The basting is usually made just inside the fold line into the seam allowance or facing to prevent it from showing from the outside. It is not removed.)

VI. Functions of interfacing (Job Sheets #3 and #5)

A. Maintain shape

B. Maintain firmness

C. Provide strength

D. Prevent stretching

E. Add body

F. Give crispness without bulk

G. Prevent seam allowance ridges from showing through to right sides of heavier fabrics

VII. Guidelines to use when selecting interfacing

A. Use single layer of interfacing that is lighter than weight of fashion fabric

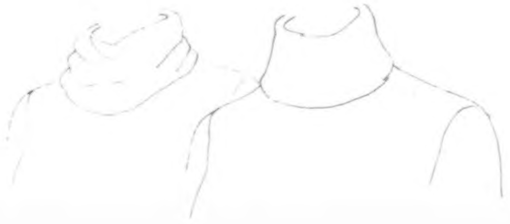
B. Use two layers of extremely light interfacing

(NOTE: One layer is used on garment and the other is used on facing. This provides a very pleasing effect if the correct weight of interfacing is used.)

C. Choose weight of interfacing depending upon "look" desired

(NOTE: The collars below are identical except one has been interfaced and the other has not.)

Examples:



D. Use varied weights of interfacing in single garment if needed

INFORMATION SHEET

E. Choose interfacing that will adapt to the same cleaning procedure as outer garment

F. Avoid interfacing that is too heavy

(NOTE: This is a common practice among those who are inexperienced in custom sewing.)

G. Use stretchy interfacing only where stretch in the garment is appropriate

Examples: Use stretchy interfacing on a back yoke but not buttonholes

VIII. Areas of garments which often require interfacing

A. Collars and neck areas

B. Cuffs

C. Waistbands and belts

D. Pocket flaps

E. Hems

F. Buttonholes and button areas

G. Pleat and vent areas

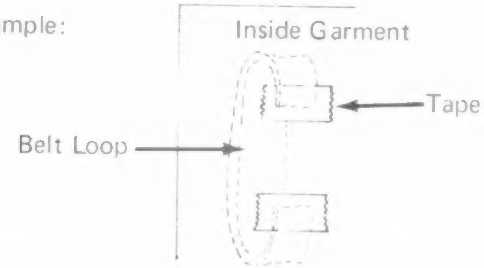
IX. Areas of garments which may require tape (Job Sheet #6)

A. Shoulder seams

B. Armholes

C. Under belt loops

Example:



D. Fold line or seamline on pocket

(NOTE: This includes pockets in side seams and diagonal pockets.)

E. Neck seam

INFORMATION SHEET

F. Front edge of garment

G. Fold line of lapel

H. Vent opening

I. Waistline

J. Inseam to knees on pants

(NOTE: This helps prevent wear, especially for those who have heavy thighs.)

X. Characteristics of properly set in sleeves (Job Sheets #12, #13, and #14)

A. Has uniform easing

B. Does not have tucks or gathers

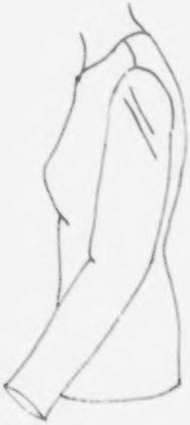
C. Has side seam and underarm seam matched

D. Lies flat with no pulling

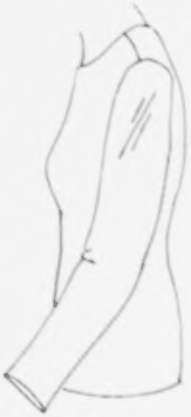
(NOTE: Correcting this will mean underarm seams may not match. This problem will be dealt with in the alterations unit.)

Examples:

Sleeve Set Correctly



Sleeve Set Too Far to the Front



Sleeve Set Too Far to the Back

INFORMATION SHEET

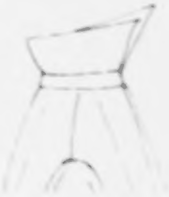
XI. Characteristics of a well-made collar (Job Sheet #9)

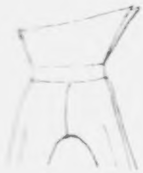
A. Undercollar or facing does not show

(NOTE: This problem can be taken care of by making the undercollar smaller and/or understitching.)

B. Collar points are even in length and width

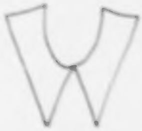
Examples:

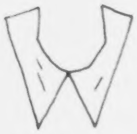

Incorrect


Correct

C. Correct weight of interfacing is used so that collar does not look stiff and boardlike

Examples:


Correct


Incorrect

D. Points of collar are pushed out to end of stitching

(CAUTION: Be careful not to push points completely out.)

XII. Generally accepted rules of sewing

A. Finger press seams in direction indicated

B. Place double notches toward back of garment and single notches toward front of garment

C. Sew sleeves to lining and lining to garment by machine rather than by hand as pattern instructions may indicate

INFORMATION SHEET

D. Utilize unit construction process

(NOTE: See objective fourteen on unit construction.)

XIII. Practices that assure professional-looking results

A. Press at professional dry cleaners when complete

B. Select notions carefully

(NOTE: Notions should complement the garment. Make sure notions do not compete with garment design.)

C. Avoid hems that are too deep

D. Avoid drag line where hem is attached to garment

E. Choose interfacing of correct weight

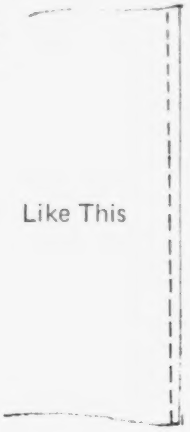
F. Coordinate pattern and fabric

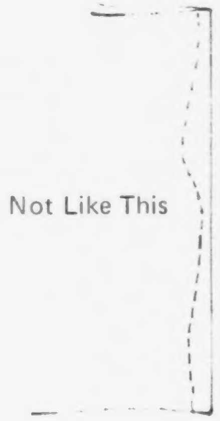
G. Clip, trim, and grade seams adequately

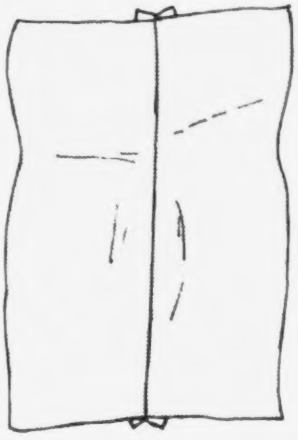
(NOTE: You may need to do this even where the pattern does not suggest it.)

H. Sew straight seams

Examples:







(NOTE: The crookedness of the incorrect seam is exaggerated for purposes of illustration.)

I. Use generous amount of interfacing

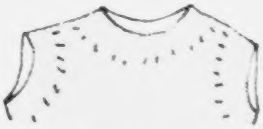
(NOTE: This does not mean using a heavy weight of interfacing. You may need to interface areas the pattern does not suggest interfacing.)

INFORMATION SHEET

J. Avoid tacking total facing edge to garment

(NOTE: Stitch in the ditch at shoulder seams and other areas.)

Example:



Incorrect

K. Divert from pattern

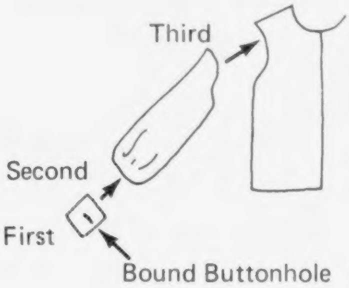
(NOTE: Be creative and strive for individuality. Use different sleeves, collars, or pockets than pattern suggests.)

XIV. Unit construction process

A. Sew detail and smaller garment pieces to larger pieces before attaching to main garment

B. Complete detail work on main garment before attaching other garment pieces

Example: Sew bound buttonhole in cuff, sew cuff to sleeve, and sew sleeve to bodice



(NOTE: Commercial pattern companies often suggest sewing larger pieces together first and then sewing on smaller pieces, for example, sewing in the sleeve and then attaching cuff. If these procedures are followed you will be working with a lot of fabric at your sewing machine table. This tends to be cumbersome. Parts of the garment, such as sleeves and pockets, tend to fall off the sewing table during construction. A lot of resituating will be necessary if you sew small parts on in areas requiring precision. You will need to evaluate each pattern guide sheet and make changes to ensure efficient time management and ease of work flow.)

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #1--DETERMINE IF WOVEN FABRIC IS ON GRAIN

I. Materials and equipment

   A. Fabric

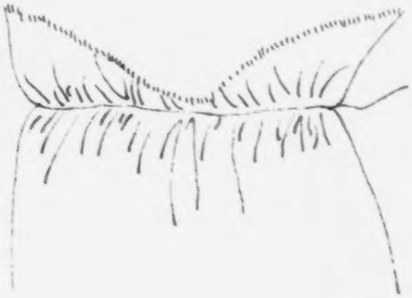
   B. Scissors

II. Procedure

   A. Pull single yarn across width of fabric (Figure 1)

   (NOTE: Yarn must be continuous across the yard goods.)

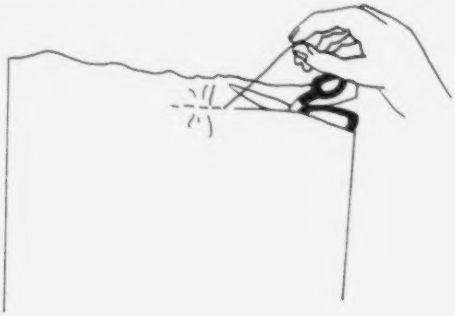
   FIGURE 1



   B. Cut along yarn with scissors (Figure 2)

   (NOTE: If yarn pulls hard, pull it only a few inches and then cut, repeating this across the width of the fabric.)

   FIGURE 2



JOB SHEET #1

C. Fold fabric lengthwise, matching selvages

D. Determine if fabric is on grain

(NOTE: If fabric is on grain, ends of fabric will meet when fabric is folded flat, lengthwise, and with selvages together. Bubbles and ridges will not be present throughout fabric when selvages and ends meet. Refer to objective two on the information sheet if needed.)

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #2--MAKE PATTERN MARKINGS

(NOTE: There are several procedures described here for making pattern markings. Use the procedure recommended by the instructor.)

I. Equipment

   A. Pattern pieces with fabric pinned to them

   B. Tracing paper

   (NOTE: Use lightest color that will show on fabric. Reds and purples may not wash out.)

   C. Ruler

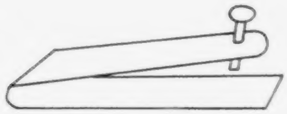
   D. Needle and thread

   E. Tailor's chalk or a thin sliver of bar-type soap

   (NOTE: Water soluble marking pencil may be substituted.)

   F. Tap marker (Figure 1)

   FIGURE 1



   G. Scissors

   H. Translucent white tape

   (NOTE: This tape can be written on.)

   I. Pencil

II. Procedure for marking with tailor's tacks

(NOTE: Tailor's tacks are simple hand stitches made with loose loops of thread. Because they are time-consuming they are usually only used on soft wools and sheer fabrics.)

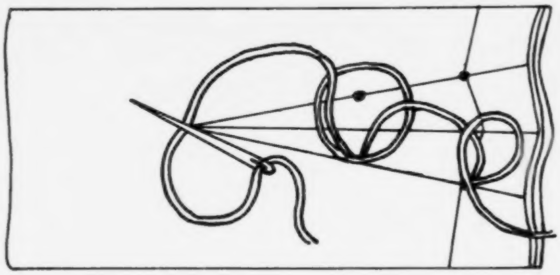
   A. Use a long, unknotted double thread

   (CAUTION: An extremely poor quality thread may leave traces of its color on light-colored fabrics.)

JOB SHEET #2

B. Make a stitch the width of the dot through the pattern and all the thicknesses of fabric at each point to be marked (Figure 2)

FIGURE 2



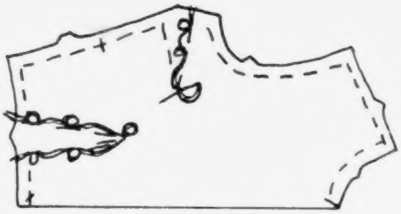
C. Leave the thread ends about 1" long

D. Make a second stitch in the same place as the first, leaving the threads in a loop about 1" long (Figure 1)

(NOTE: This makes an **X**.)

E. Repeat at each point to be marked using a continuous thread (Figure 3)

FIGURE 3



F. Remove the pattern piece and gently begin to separate the layers of fabric

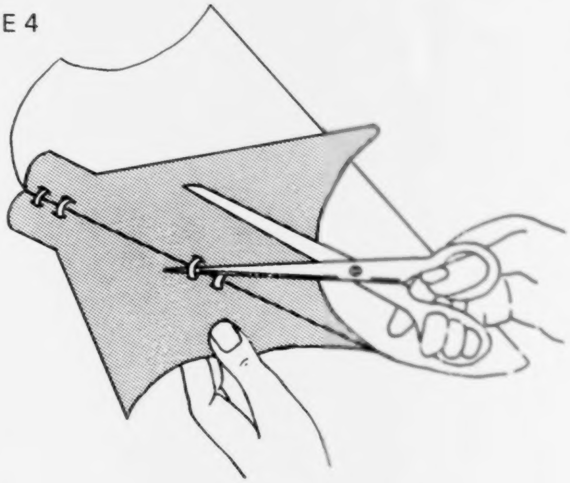
JOB SHEET #2

G. Separate the fabric layers, clipping the threads as you reach each stitch (Figure 4)

(CAUTION: Avoid cutting fabric.)

(NOTE: The small thread ends remain as markings. Tailor's tacks show on the right and wrong sides of the fabric and are easily removed after machine stitching.)

FIGURE 4



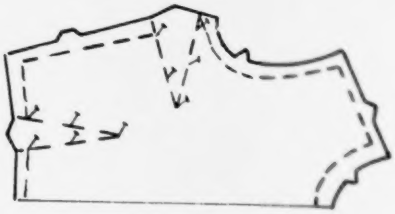
III. Procedure for marking with chalk or soap

(NOTE: Tailor's chalk is quick and easy to use in both pencil and block form. Disadvantages are that chalk marks may not show or may easily rub off some fabrics. Make sure they only show on the wrong side of the fabric. Test chalk or wax on sample fabric to make sure it will not damage fabric.)

(CAUTION: Wax chalk may leave grease spots.)

A. Place a pin through each point to be marked (Figure 5)

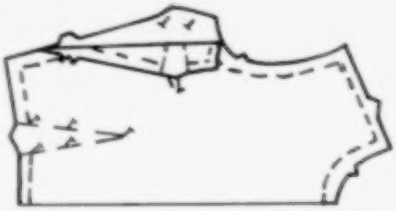
FIGURE 5



JOB SHEET #2

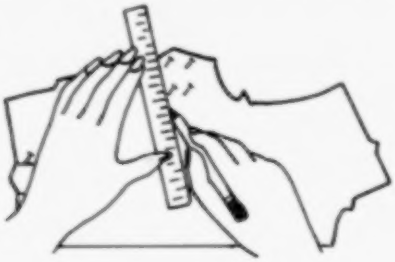
B. Remove the pattern (Figure 6)

FIGURE 6



C. Make a small chalk mark where each pin comes through or draw stitching lines between markings; mark on wrong side of fabric (Figure 7)

FIGURE 7



IV. Procedure for marking by clipping

(NOTE: This method is frequently used in industry.)

A. Find dots and notches on seams

B. Clip about 1/8" into seam near dot or notch (Figures 8 and 9)

FIGURE 8

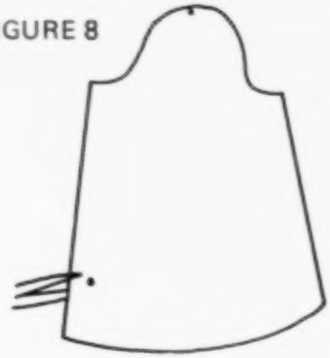
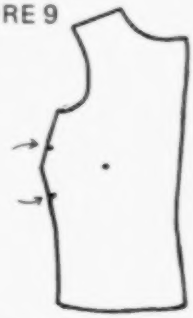


FIGURE 9



Dart in Blouse Front

(NOTE: If you think you may have to enlarge the garment from the side seams, you may want to choose a different method of marking there.)

JOB SHEET #2

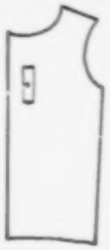
V. Procedure for marking with tape

(NOTE: Use translucent white tape that can be written on rather than masking or transparent tape. This marking method is good for marking on wools, marking ends of darts and marking buttonhole placement.)

A. Place tape as close as possible but not on mark

B. Mark with pencil on edge of tape to indicate exact placement (Figure 10)

FIGURE 10



(CAUTION: Experiment with tape on scrap to assure that it does not distort fabric surface when pulled off. Do not iron over tape as it may leave glue residue.)

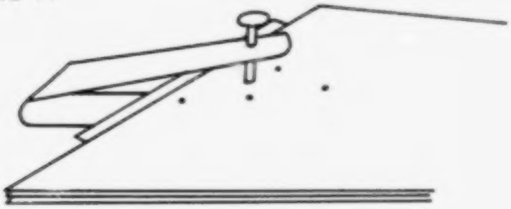
VI. Procedure for marking with a tap marker

A. Work on firm surface, such as a table

B. Slip in tracing paper so that colored portion marks both wrong sides at the same tiem

C. Place tap marker so that all fabric and pattern layers are under tooth (Figure 11)

FIGURE 11



D. Position tooth directly over pattern marking

E. Hit nail with a sharp tap

(CAUTION: Hitting too hard can rip pattern or make hole in fabric.)

F. Check fabric to assure marking

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #3--CUT INTERFACING

I. Materials and equipment

   A. Interfacing

      (NOTE: Quality and characteristics vary greatly with types of interfacing. Price and feel are good indicators of quality.)

   B. Pattern

   C. Scissors

II. Procedure

   A. Pull on interfacing in all directions to determine if it stretches

   B. Fold interfacing in half lengthwise

      (NOTE: This may vary depending upon direction of stretch.)

   C. Place on hard flat surface

   D. Lay pattern on interfacing

      1. Plan for stretch to run in desired direction

      2. Place pattern pieces that include buttonholes along direction or on interfacing that does not stretch

      3. If there is not directional stretch to the interfacing ignore traditional grain line rules and lay pieces as closely as possible

         (NOTE: Follow grain line rules when working with woven interfacings.)

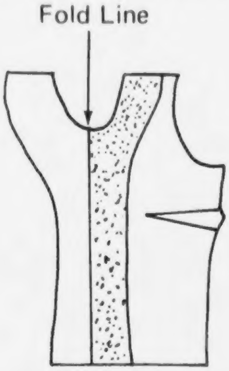
JOB SHEET #3

E. Add 1/2" or more to the edge of interfacing even though the pattern suggests cutting the interfacing to fit to the fold line (Figures 1 and 2)

(NOTE: This will make a nicer edge on shirt fronts and cuffs.)

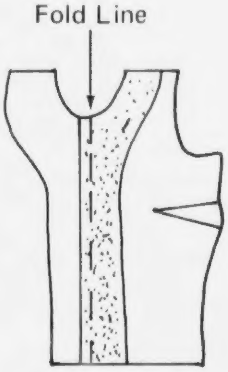
(CAUTION: This only works with high quality interfacing of the correct weight [not too heavy]. A low quality interfacing will usually show a ridge where it ends. Test to be sure.)

FIGURE 1



Traditional Placement

FIGURE 2



Suggested Addition

(NOTE: Interface the garment and not the facing unless fabric is sensitive.)

F. Cut pattern from interfacing, leaving seam allowance on interfacing pieces

G. Mark necessary symbols with chalk

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #4--MAKE POCKETS

I. Materials and equipment

   A. Garment and pocket piece

   B. Sewing machine

   C. Matching and contrasting thread

   D. Interfacing

   E. Pin

   F. Iron

II. Procedure for square patch pocket

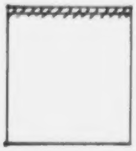
(NOTE: This method is especially effective when matching plaids and stripes because the bottom of the pocket is held securely.)

   A. Mark the four corners for patch pocket placement on garment

   (NOTE: You may prefer to machine baste placement and shape of pocket into garment using contrasting thread.)

   B. Sew a seam finish on the top raw edge of the pocket (Figure 1)

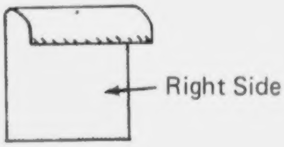
FIGURE 1



   C. Fold upper facing to the right side of pocket on fold line (Figure 2)

   (NOTE: Notches are a good way to mark fold line. Some use a turn line.)

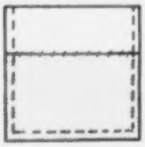
FIGURE 2



JOB SHEET #4

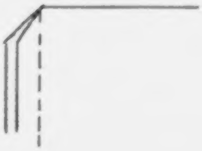
D. Sew 5/8" around pocket (except on fold) to secure facing ends and mark a turn line (Figure 3)

FIGURE 3



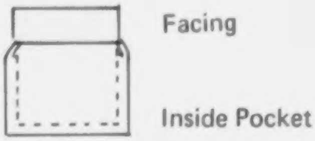
E. Trim corners and grade seams (Figure 4)

FIGURE 4



F. Turn right sides of the facing out (Figure 5)

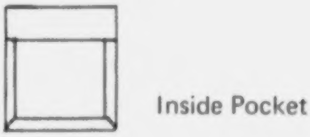
FIGURE 5



G. Press seams flat if necessary

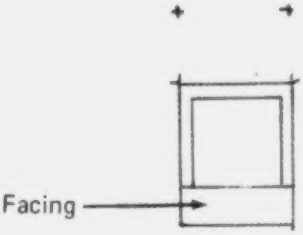
H. Fold in raw edges of pocket on turn line (Figure 6)

FIGURE 6



I. Position pocket upside down on shirt with bottom turn line of pocket centered between bottom pocket markings and right sides of fabric together (Figure 7)

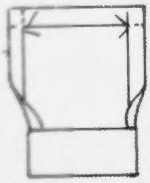
FIGURE 7



JOB SHEET #4

J. Unfold pressed pocket corners (Figure 8)

FIGURE 8



K. Place unfolded corners on shirt pocket markings

L. Sew between the corners on turn line

(CAUTION: Do not sew beyond corners into side seams of pocket.)

M. Let pocket fall back into its pressed position

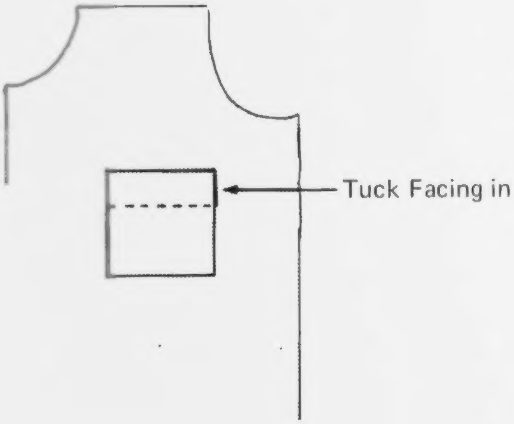
N. Trim corners if they seem bulky, being careful not to get too close to the fold line

O. Fold complete pocket up to meet the top two markings

P. Place top corners of pocket on markings

Q. Tuck facing under so that it is not seen from the right side (Figure 9)

FIGURE 9



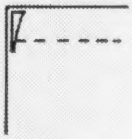
R. Reinforce upper left-hand corner

(NOTE: Use one of the three methods on the next page. Do not leave too much space between upper fold and reinforcement or pocket will easily catch and rip.)

JOB SHEET #4

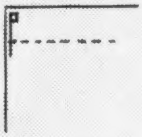
1. Sew small triangle (Figure 10)

FIGURE 10



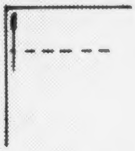
2. Sew small square (Figure 11)

FIGURE 11



3. Sew bar tack (Figure 12)

FIGURE 12



S. Continue sewing around pocket close to pocket edge, pivoting at corners

T. Reinforce upper right-hand corner to finish pocket

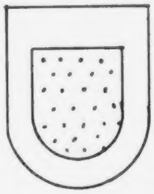
III. Procedure for round patch pocket

A. Mark top two corners for patch pocket placement on garment

B. Cut desired finished shape of pocket from iron-on interfacing

C. Press interfacing onto wrong side of pocket, centering it between seams and top facing (Figure 13)

FIGURE 13



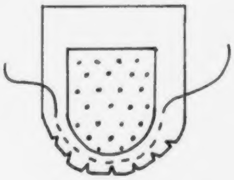
D. Baste around curve one-half the way between interfacing and curved seam edge

JOB SHEET #4

E. Notch curve to basting line (Figure 14)

(CAUTION: Do not clip basting thread.)

FIGURE 14



F. Sew seam finish on top raw edge of pocket

G. Fold upper facing to right side of pocket on fold line

(NOTE: This should be along the top edge of the interfacing.)

H. Sew facing ends to pocket just outside the edge of the interfacing (Figure 15)

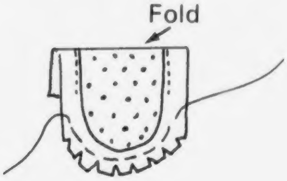
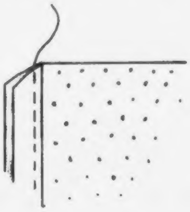


FIGURE 15

I. Trim top corners and grade seams (Figure 16)

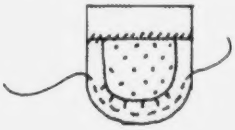
FIGURE 16



J. Turn right side of facing out

K. Pull up on basting thread so that seam draws up around curve (Figure 17)

FIGURE 17



JOB SHEET #4

L. Press if necessary

M. Place top corners of pocket on markings

N. Tuck facing under so that it is not seen from the right side (Figure 9)

O. Reinforce upper left-hand corner

(NOTE: Use one of the three methods below. Do not leave too much space between upper fold and reinforcement or pocket will easily catch and rip.)

1. Sew small triangle (Figure 10)
2. Sew small square (Figure 11)
3. Sew bar tack (Figure 12)

P. Continue sewing around pocket close to pocket edge, pivoting at corners

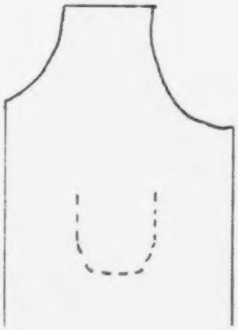
Q. Reinforce upper right-hand corner to finish pocket

IV. Procedure for invisibly stitched pocket

(NOTE: You may want to use interfacing method as suggested in the procedure for round patch pockets.)

A. Machine baste shape of pocket onto garment using contrasting thread (Figure 18)

FIGURE 18



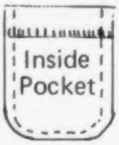
B. Sew seam finish on edge of pocket hem

C. Fold hem of pocket to the inside

JOB SHEET #4

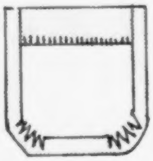
D. Machine baste between 1/2" and 5/8" around raw edges of pocket, sewing into and over facing also (Figure 19)

FIGURE 19



E. Press raw edges to the inside along basted stitching line (Figure 20)

FIGURE 20



F. Situate pocket within machine basting on garment with inside of pocket against outside of garment

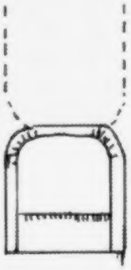
G. Fold down pocket and sew pocket bottom to garment if pocket bottom is straight

(NOTE: Skip this step and go to step I if pocket has rounded bottom.)

(CAUTION: Do not attempt to use this step and sew along any curved lines.)

1. Place basted line of stitching from straight edge of pocket along corresponding basted garment line (Figure 21)

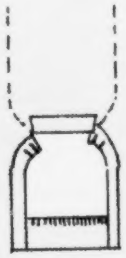
FIGURE 21



JOB SHEET #4

2. Unfold pressed seam allowance (Figure 22)

FIGURE 22



3. Sew along straight basted line of pocket bottom; do not backstitch

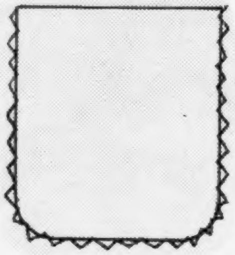
(CAUTION: Do not sew any curved portion of the pocket.)

H. Place pocket back in upright position

I. Pin pocket in place

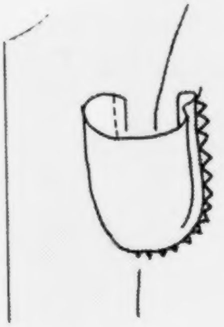
J. Secure pocket onto garment with large zigzag stitch, barely catching the edge of the pocket (Figure 23)

FIGURE 23



K. Pull pocket open to one side exposing basting stitch of pocket (Figure 24)

FIGURE 24



JOB SHEET #4

L. Sew inside of pocket along basting stitch, backstitching at beginning and end of pocket

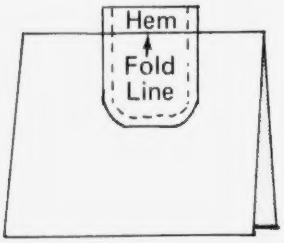
(NOTE: It may be necessary to sew down each side separately rather than sewing from the top of one side of the pocket to the other without interruption. If your pocket has a flat bottom and you use step G, do not resew bottom; sew over a few of the stitches of step G to secure ends. A zipper foot may make work easier.)

M. Remove zigzag stitches

V. Procedure for self-lined pocket

A. Place pattern fold line along fabric fold line with hem extending (Figure 25)

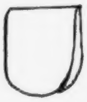
FIGURE 25



B. Cut

C. Fold pocket on fold line with right sides together (Figure 26)

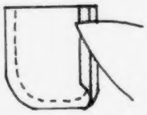
FIGURE 26



D. Sew seam along raw edge

E. Press seam open, doing the best you can around corners and curves (Figure 27)

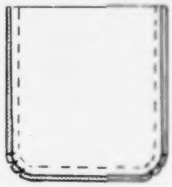
FIGURE 27



JOB SHEET #4

F. Clip corners, notch curves, and grade seams (Figure 28)

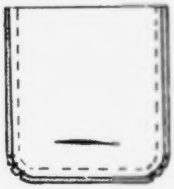
FIGURE 28



G. Cut about a 1 1/2" slit somewhere along bottom part of pocket at least 1" away from stitching (Figure 29)

(NOTE: You may wish to make this a large buttonhole which would need to be made after step B.)

FIGURE 29

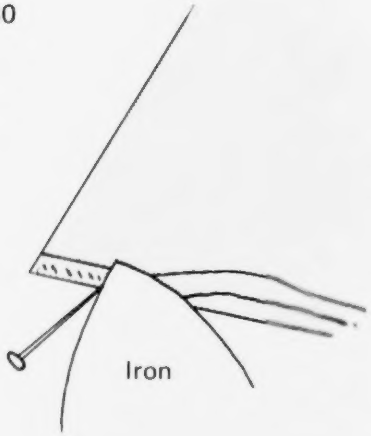


(CAUTION: Be careful not to cut through other layer of pocket.)

H. Turn pocket inside out through slit

I. Press pocket flat along seamline, using pin to pull seam out if necessary (Figure 30)

FIGURE 30



J. Pin pocket on marked garment area, slit side down

K. Topstitch pocket to garment, reinforcing top corners

JOB SHEET #4

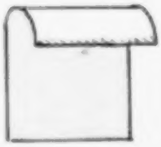
VI. Procedure for lined pocket

A. Cut lining, without the facing, from pocket pattern

B. Sew seam finish on top raw edge of pocket

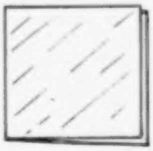
C. Fold upper facing to right side of pocket on fold line indicated on pattern (Figure 31)

FIGURE 31



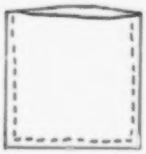
D. Place lining over right side of pocket, matching edges (Figure 32)

FIGURE 32



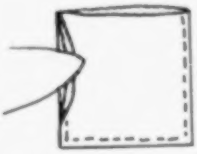
E. Sew seam around right, left, and bottom edges of pocket (Figure 33)

FIGURE 33



F. Press seams open if needed (Figure 34)

FIGURE 34

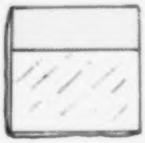


G. Trim, grade, and clip seams if needed

JOB SHEET #4

H. Turn pocket inside out from open end of lining (Figure 35)

FIGURE 35



I. Tack pocket facing to lining if desired

J. Sew pocket to garment

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #5--APPLY IRON-ON INTERFACING

I. Materials and equipment

   A. Garment and interfacing pieces, cut

   B. Steam iron

   C. Ironing board

   D. Paper towel or woven or nonwoven press cloth

   (CAUTION: Be sure that the surface of the paper towel is flat. Imprints carry over to the fabric surface.)

II. Procedure

   (NOTE: Press on all interfacing parts in one sitting to save time.)

   (CAUTION: Test interfacing on a scrap of fabric. If it looks "pebbly" use a non-iron-on interfacing. Be sure to wash interfaced scrap as pebbles may not show up until then.)

   A. Preheat iron

   B. Place paper towel on ironing board

   (NOTE: This will keep your ironing board cover from becoming gummed up if some edges fo interfacing overhand cut garment pieces.)

   C. Place garment piece on paper towel wrong side up

   D. Align interfacing on the garment piece with fusible side facing garment

   (NOTE: The fusible side of the interfacing has small beads on the surface.)

   E. Place paper towel over interfacing and garment

   (NOTE: This will protect your iron from becoming gummed up.)

   F. Place steaming iron on paper towel, garment, and interfacing

   G. Hold the iron in one spot and count slowly to ten

   (NOTE: Holding the iron this long will assure that the interfacing is fused to fabric and will not become disengaged during construction or washing. Time required for fusion varies. Read instructions or follow above directions.)

JOB SHEET #5

H. Move iron to different area, holding in one spot as above

I. Continue until the whole piece is fused, moving garment, interfacing, and paper towel as necessary

J. Allow fused interfacing to cool to assure that it is secured

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #6--TAPE GARMENT

I. Materials and equipment

   A. Twill tape or ribbon seam binding (seam tape)

   (CAUTION: Be sure the tape is not a bias cut.)

   B. Garment pieces needing taping

II. Procedure for straight seam

   A. Preshrink tape or seam binding

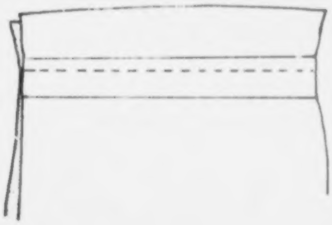
   (NOTE: If on spool, remove from spool before shrinking. If on cardboard, do not remove, but bend cardboard, wet, and allow to dry while still on cardboard. This prevents tangling.)

   B. Place tape or seam binding 1/8" into seam allowance, placing excess within the garment

   (NOTE: This automatically grades the tape.)

   C. Sew seam together (Figure 1)

FIGURE 1



III. Procedure for curved seam

   A. Use seam binding as twill tends to curl and add bulk

   (NOTE: Tape folded lengthwise or 1/4" tape works well on curves.)

   B. Clip about 1/4" deep at even intervals

   C. Place unclipped edge 1/8" into seamline

   D. Sew seam together

JOB SHEET #6

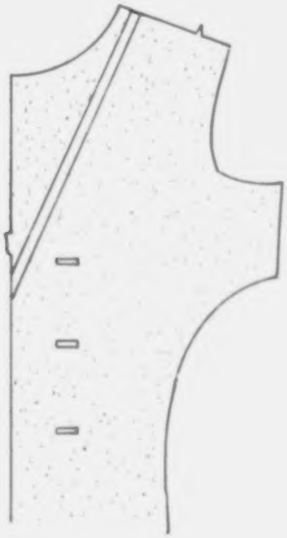
IV. Procedure for taping lapel

A. Mark roll line on outside of interfacing

(NOTE: If roll line is not on pattern, place tape or seam binding from shoulder seam to the point where the lapel begins to roll. See Figure 2.)

B. Place tape or seam binding on roll line (Figure 2)

FIGURE 2



C. Sew tape or seam binding to interfacing

D. Fuse interfacing to inside of garment front, matching roll lines and edges

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #7--GRADE, TRIM, CLIP, AND NOTCH SEAM ALLOWANCE

I. Materials and equipment

   A. Seams with curves, corners, and straight edges

   B. Scissors

II. Procedure for grading

(NOTE: Grading is especially important when fabric is bulky and there are more than two layers of fabric.)

   A. Determine which seam allowance faces the inside of the garment

   B. Trim this seam allowance the shortest

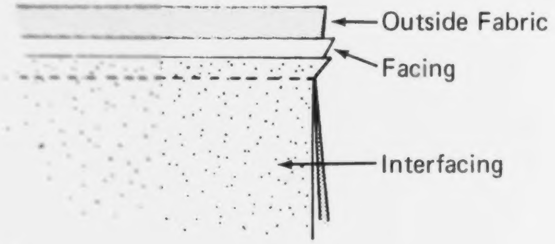
   (NOTE: Trim to half the width of the garment seam if there are no other layers but these two.)

   C. Leave outside garment seam allowance the longest

   D. Trim each layer of fabric between facing and garment to a different width in a stair step manner (Figure 1)

   (NOTE: Beveling is an efficient way to grade and works well on some fabrics.)

FIGURE 1

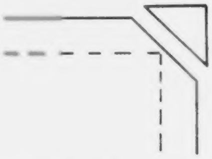


III. Procedure for trimming

(NOTE: Seam should be graded first)

   A. Clip diagonally into seam allowance across from corner about 1/16" from stitching (Figure 2)

FIGURE 2



   (NOTE: Do not push corners inside out with force or you will push through stitching.)

JOB SHEET #7

B. Clip additionally into seam allowance if angle is acute (Figure 3)

(NOTE: When sewing acute angles, some prefer to take one small stitch across the point. See Figure 4.)

FIGURE 3

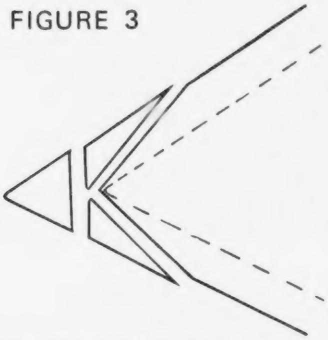
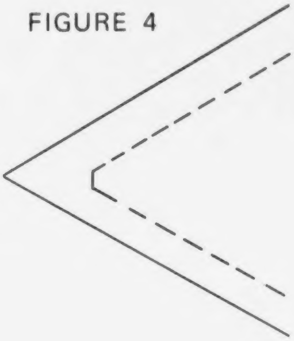


FIGURE 4



IV. Procedure for clipping

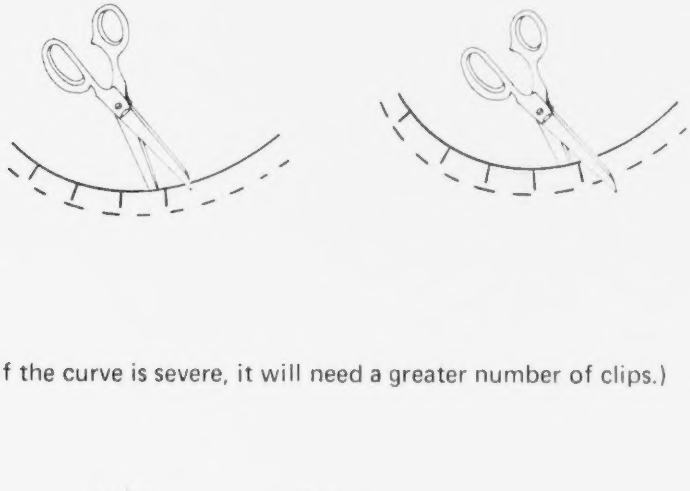
(NOTE: Seam should be graded first.)

A. Find inward curves on garment

B. Clip into the seam close to the stitching line, using the points of sharp scissors (Figure 5)

(CAUTION: It is very easy to cut through stitching line if you are using dull scissors.)

FIGURE 5



Correct

Incorrect

(NOTE: If the curve is severe, it will need a greater number of clips.)

JOB SHEET #7

V. Procedure for notching

(NOTE: Seam should be graded first. Using pinking shears close to the stitching line is another form of notching.)

A. Find outward curves on garment

B. Cut small wedges from seam allowance about 1/16" from stitching line, using the points of sharp scissors (Figure 6) or using pinking shears (Figure 7)

(NOTE: If the curve is severe, it will need a greater number of notches.)

FIGURE 6

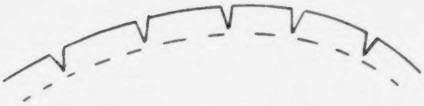
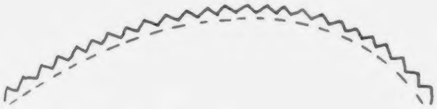


FIGURE 7



CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #8--UNDERSTITCH GARMENT

I. Materials and equipment

A. Garment with facing

B. Sewing machine

C. Scissors or pinking shears

II. Procedure

(NOTE: Understitching may be omitted if garment is to be topstitched.)

A. Grade facing seam

B. Work on right side (outside) of garment

C. Spread garment and facing open flat, pushing seam allowance under facing (Figures 1 and 2)

FIGURE 1

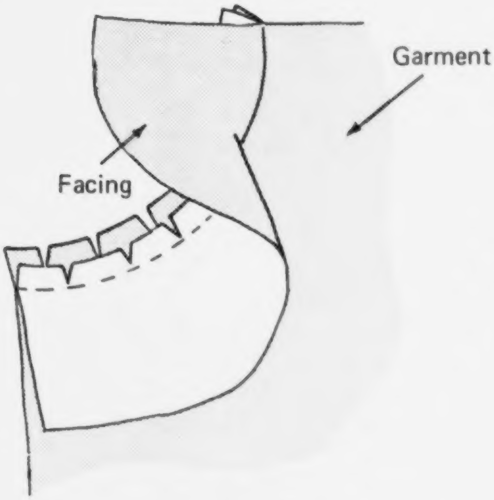
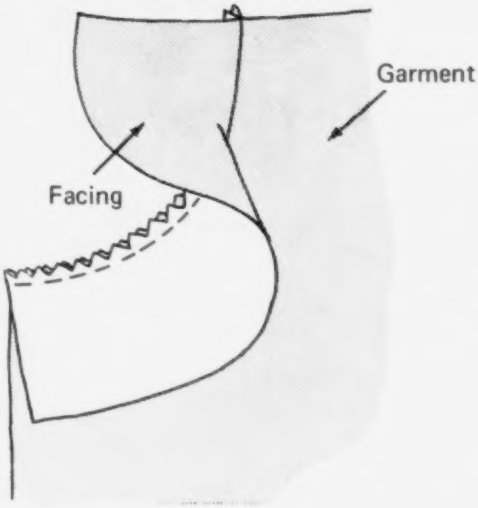
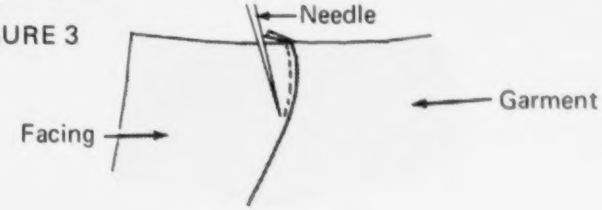


FIGURE 2



D. Sew close to seamline on the facing, securing all seam allowances beneath; if facing is curved, stop, leaving needle in work, after about 3/4" stitching (Figure 3)

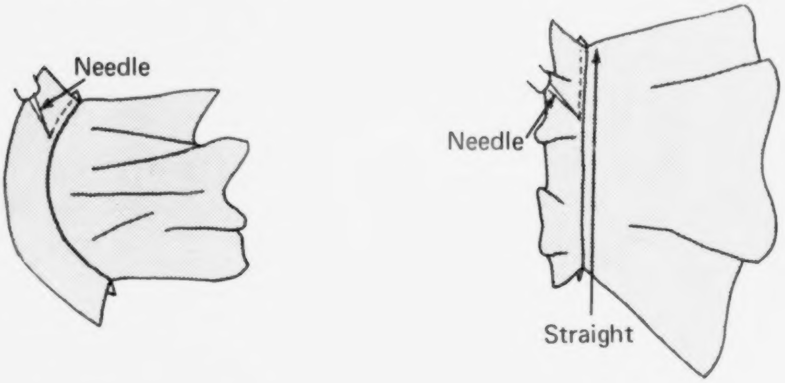
FIGURE 3



JOB SHEET #8

E. Place material so that facing is lying flat and garment is not, if facing is curved (Figure 4)

FIGURE 4



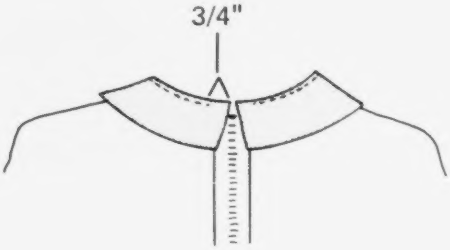
Correct

Incorrect

F. Continue sewing on facing, being sure all seam allowances are lying flat underneath it

(NOTE: On some work, such as necklines with zippers, you may want to leave about 3/4" from edge of garment to understitiching. See Figure 5.)

FIGURE 5



CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #9--ATTACH SHIRT COLLAR

I. Materials and equipment

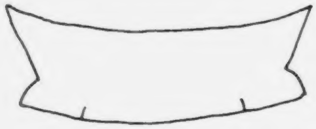
A. Shirt front, back, and collar

(NOTE: Shirt parts should be interfaced and marked. Use collar shapes as indicated in Figures 1 and 2.)

FIGURE 1

To Be Used with Procedure One

FIGURE 2



To Be Used with Procedure Two

B. Sewing machine

C. Scissors

D. Interfacing

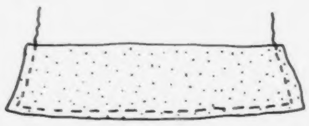
II. Procedure one

(NOTE: This method does not utilize a collar stand.)

A. Place collar pieces with right sides together, matching edges

B. Sew outside edges of collar together on three sides (Figure 3)

FIGURE 3



JOB SHEET #9

C. Understitch seam to undercollar

1. Grade and trim seam if necessary

   (NOTE: The widest seam should be left on the upper collar to be sure that all seams are caught by understitching. See Figure 4.)

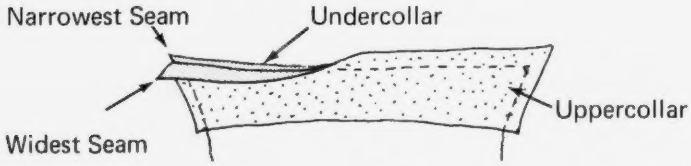
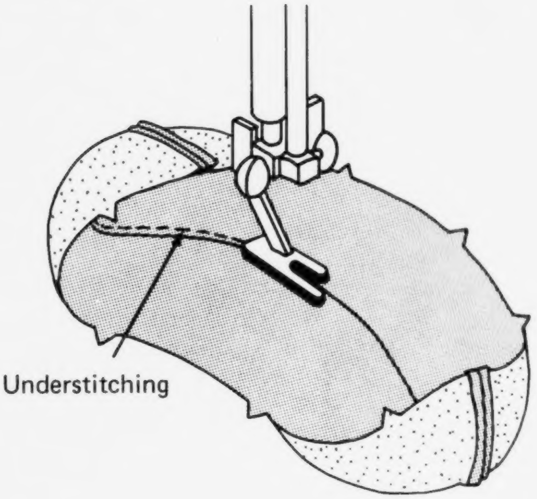

Narrowest Seam
Undercollar
Uppercollar
Widest Seam

FIGURE 4

2. Place all seam allowances toward the undercollar

3. Understitch to within 1" from each end (Figure 5)

FIGURE 5


Understitching

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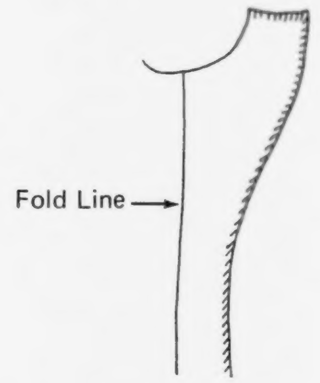
JOB SHEET #9

D. Turn collar right side out

E. Sew seam finish (if needed) on facing and shoulder edge (Figure 6)

FIGURE 6

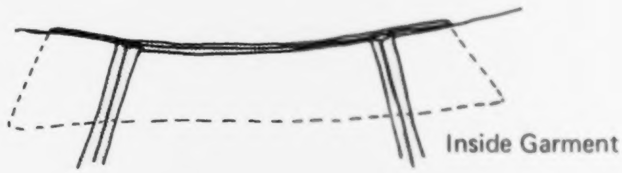


F. Sew shoulder seams of shirt front and back together

G. Staystitch and clip neck curve if needed

H. Place underlayer of collar on garment between shoulder seams, matching dots and notches (Figure 7)

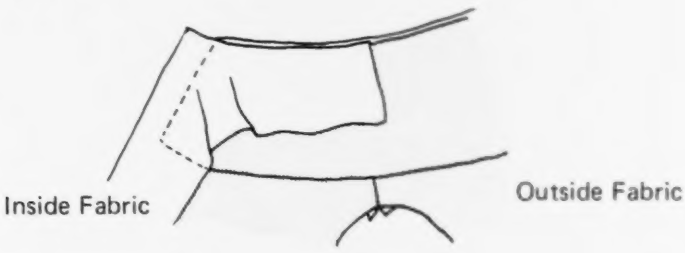
FIGURE 7


Inside Garment

I. Fold facing back along fold line, right sides together

J. Align shirt, facing, and collar edges (Figure 8)

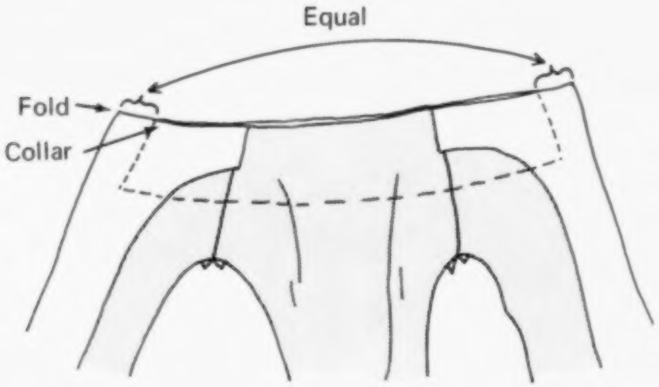
FIGURE 8


Inside Fabric
Outside Fabric

JOB SHEET #9

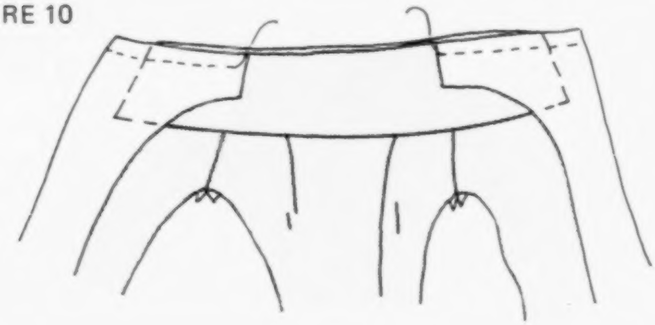
K. Check to see that "fold to collar" distance is the same on each end (Figure 9)

FIGURE 9



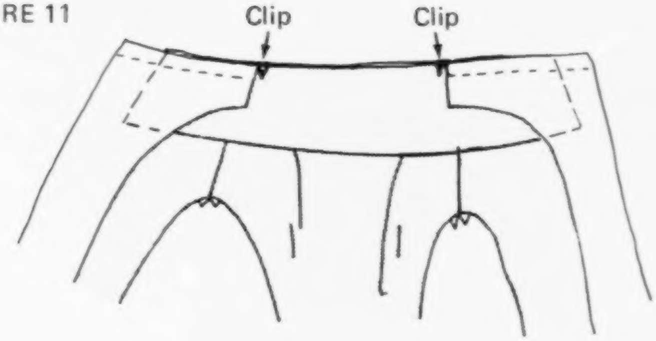
L. Sew from fold to facing edge on each side of collar (Figure 10)

FIGURE 10



M. Clip only upper collar to seamline at facing edge on each side (Figure 11)

FIGURE 11



JOB SHEET #9

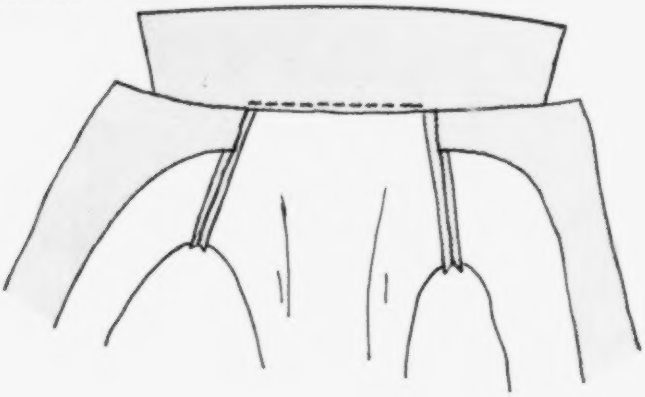
N. Turn facing right side out

O. Fold upper collar to inside at stitching line

P. Machine or hand stitch upper collar between facing edges (Figure 12)

(CAUTION: Be sure raw edges of garment and undercollar are inside collar before stitching.)

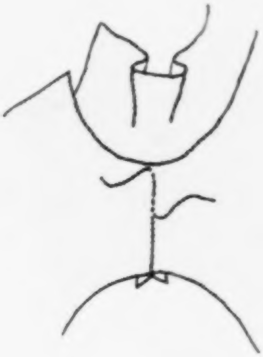
FIGURE 12



Q. Place shoulder facing on shoulder seam

R. Stitch in the ditch on shoulder seams, catching facing underneath (Figure 13)

FIGURE 13



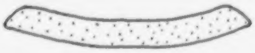
JOB SHEET #9

III. Procedure two

(NOTE: This method incorporates a "false" collar stand.)

A. Cut a piece of interfacing the shape of the collar stand (Figure 14)

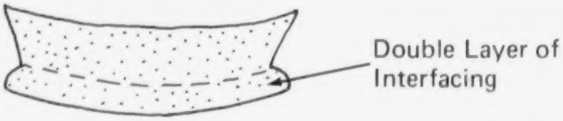
FIGURE 14



B. Position interfacing on wrong side of already interfaced undercollar

C. Fuse, making two layers of interfacing at collar (Figure 15)

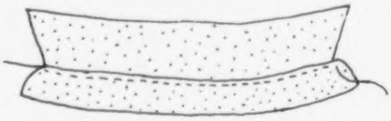
FIGURE 15



D. Stitch close to raw edge of double layered interfacing (Figure 16)

(NOTE: This is done as a precaution to assure security throughout wear.)

FIGURE 16

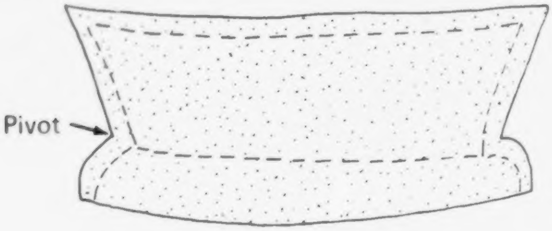


E. Align uppercollar and undercollar with right sides together

F. Sew collar together on three sides, leaving notched edges open

  1. Stitch around curves
  2. Pivot near edge of second layer of interfacing (Figure 17)

FIGURE 17



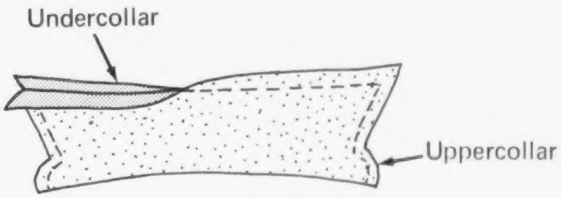
JOB SHEET #9

G. Understitch seam to undercollar

1. Grade and trim seam if necessary

   (NOTE: The widest seam should be left on the upper collar to be sure that all seams are caught by understitching. See Figure 18.)

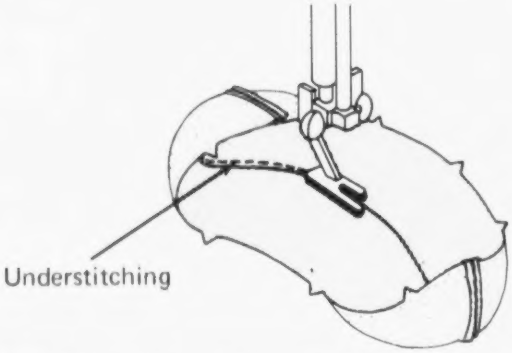
FIGURE 18



2. Place all seam allowances toward the undercollar

3. Understitch to within 1" from each end (Figure 19)

FIGURE 19



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H. Refold collar with right sides together

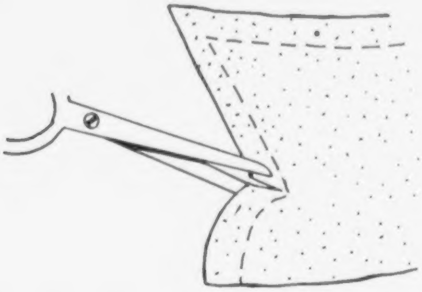
I. Clip corners and grade and trim seams if necessary

JOB SHEET #9

J. Clip into seam at collar pivot points (Figure 20)

(CAUTION: Do not clip through stitching.)

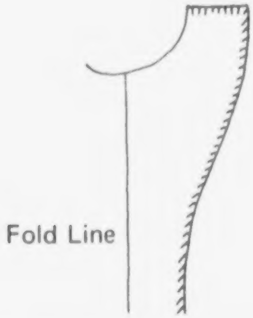
FIGURE 20



K. Turn collar right side out

L. Sew seam finish (if needed) on facing and shoulder edge (Figure 21)

FIGURE 21

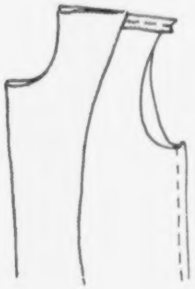


M. Sew shoulder seams of shirt front and back together

N. Finger press shoulder seam open

O. Fold facing to inside of garment on fold line (Figure 22)

FIGURE 22

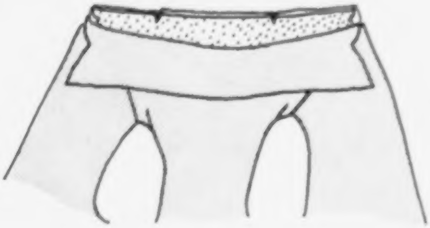


JOB SHEET #9

P. Staystitch and clip neck curve if needed

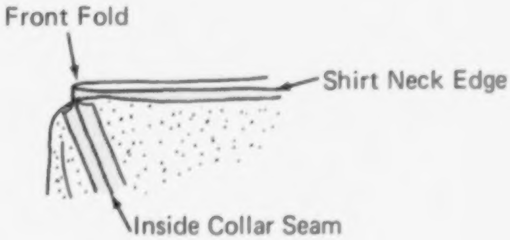
Q. Place undercollar on neck edge, matching notches (Figure 23)

FIGURE 23



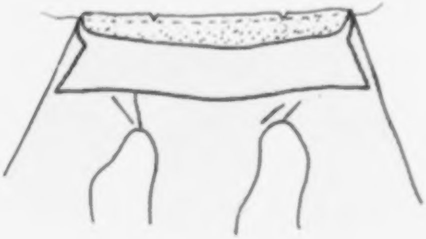
R. Match collar seams to front fold lines (Figure 24)

FIGURE 24


Front Fold
Shirt Neck Edge
Inside Collar Seam

S. Stitch undercollar to garment (Figure 25)

FIGURE 25

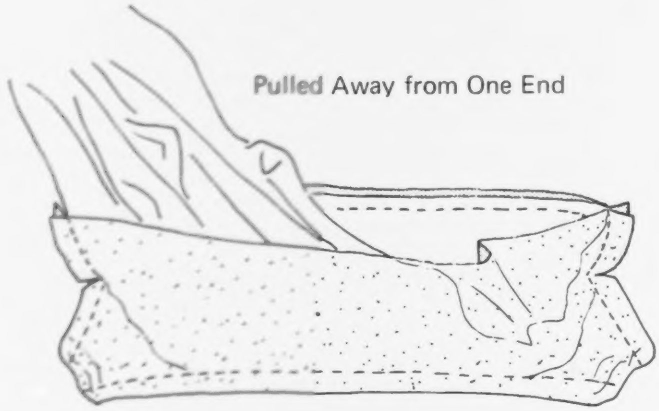


T. Turn collar inside out again, except for points

JOB SHEET #9

U. Push neck edge of garment into collar and away from one end, working with one side of the collar at a time (Figure 26)

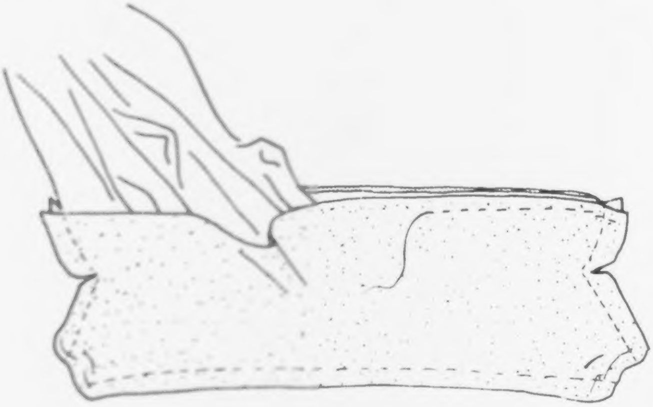
FIGURE 26


Pulled Away from One End

V. Place collar neck edges together from end to about midway

W. Sew collars together on seamline from front neck edge slightly past shoulder seam (Figure 27)

FIGURE 27



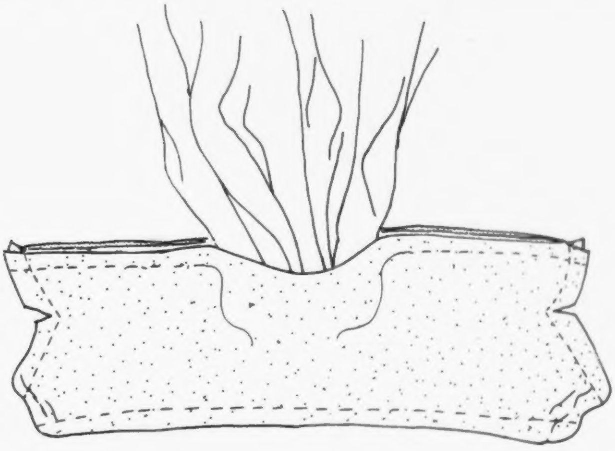
X. Pull other side of garment into collar

JOB SHEET #9

Y. Sew other end of collar together on seamline, stopping about 3" from first stitching line (Figure 28)

(NOTE: Opening width needed will depend upon the thickness of the fabric.)

FIGURE 28

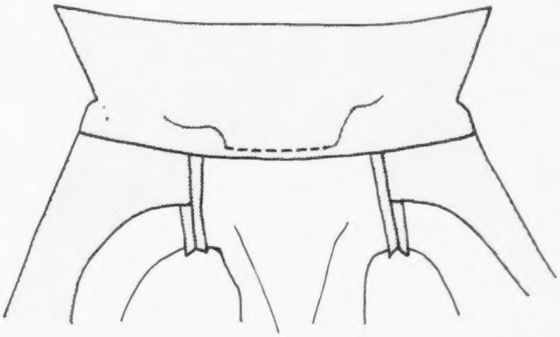


Z. Trim seams and corners if necessary

AA. Pull shirt out of collar, bringing collar right side out

BB. Stitch opening close to edge (Figure 29)

FIGURE 29



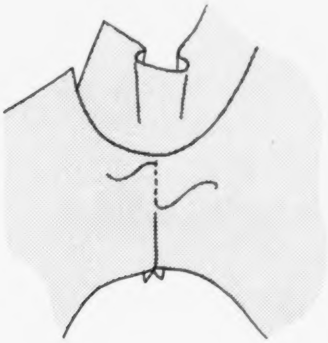
(NOTE: Cuffs can also be finished using this method.)

CC. Place shoulder facing on shoulder seam

JOB SHEET #9

DD. Stitch in the ditch on shoulder seam, catching facing underneath (Figure 30)

FIGURE 30



CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #10--STITCH IN THE DITCH

I. Materials and equipment

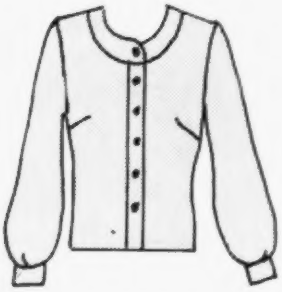
   A. Garment that needs facings sewn down

   B. Sewing machine

II. Procedure

   (NOTE: This technique can be used in a variety of situations, though a set-in collar is used here to illustrate the procedure. See Figure 1.)

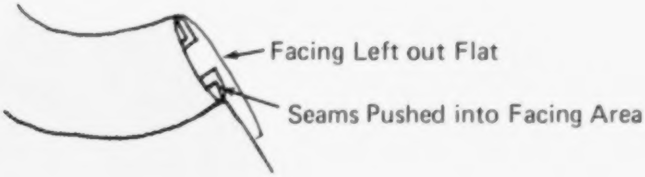
FIGURE 1



   A. Trim and grade seams if needed

   B. Push all seams into the facing area, leaving facing out flat (Figure 2)

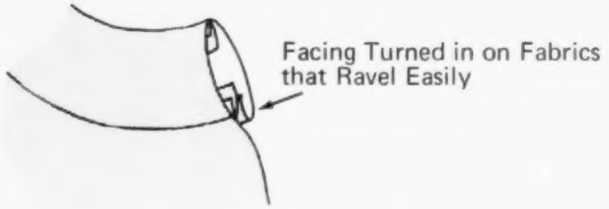
FIGURE 2


Facing Left out Flat
Seams Pushed into Facing Area

JOB SHEET #10

(NOTE: If fabric ravels, be sure to use seam finish on facing or turn it in to be caught by the stitching done later. Bias cut wovens do not ravel. See Figure 3.)

FIGURE 3

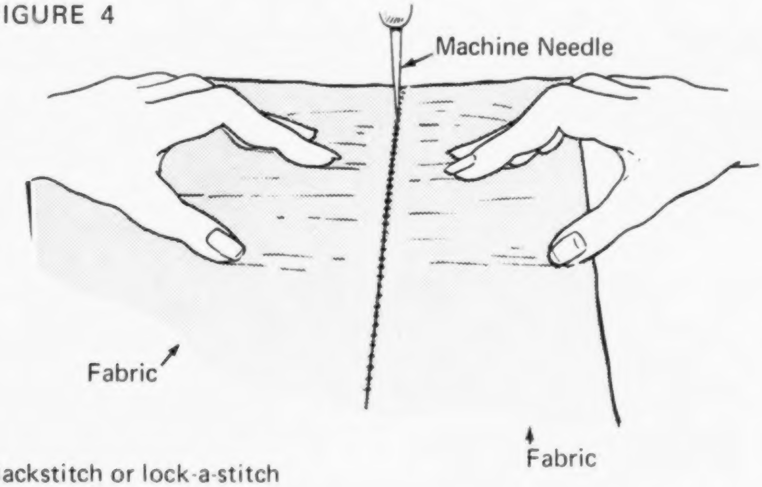

Facing Turned in on Fabrics that Ravel Easily

C. Make sure that seams (side seams, shoulder seams) are matched and garment lies flat

D. Place garment right side up on machine

E. Place machine needle directly in seamline while pulling seam apart (Figure 4)

FIGURE 4


Machine Needle
Fabric
Fabric

F. Backstitch or lock-a-stitch

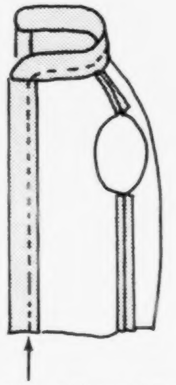
G. Stitch carefully in seamline, being careful not to catch collar or tab

H. Backstitch at end of job

JOB SHEET #10

I. Check back side of work to assure it is flat and that there are no tucks (Figure 5)

FIGURE 5



Stitching Viewed from Inside of Garment

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #11--TOPSTITCH

I. Materials and equipment

A. Garment

B. Sewing machine

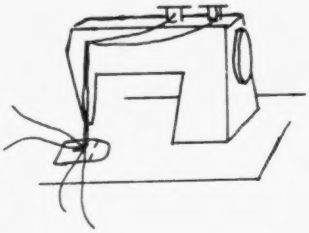
C. Thread

D. Pin

E. Hand needle

(NOTE: For more obvious topstitching, use two threads on top and two threads in the bobbin. See Figure 1. When using a contrasting top thread, a bobbin thread that matches garment creates an illusion of separate stitches rather than a straight line.)

FIGURE 1

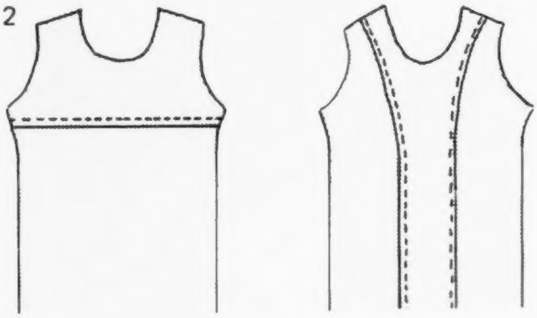


II. Procedure for stitching

A. Position seam up or toward side to be topstitched

(NOTE: Generally, topstitching is done on the upper side of the seam or toward the inside. See Figure 2.)

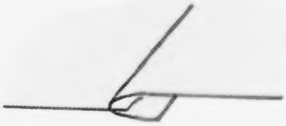
FIGURE 2



JOB SHEET #11

B. Trim bottom seam to about 3/8" (Figure 3)

FIGURE 3



C. Set stitch regulator to desired stitch

(NOTE: This is most often longer than regulation stitch.)

D. Work on outside of garment and stitch an even distance away from seam, securing all seam allowances underneath

(NOTE: Using the width of the presser foot can serve as a guide for straight, even topstitching.)

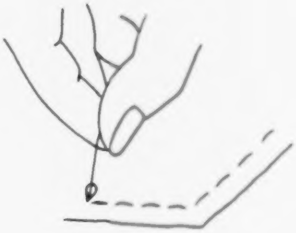
III. Procedure for pulling thread to one side

A. Remove topstitched garment from sewing machine, leaving about 2 1/2" of extra thread length

B. Lay garment right side down

C. Pull back on thread until loop shows (Figure 4)

FIGURE 4



JOB SHEET #11

D. Place pin through loop and pull loop until thread end from right side appears (Figures 5 and 6)

FIGURE 5

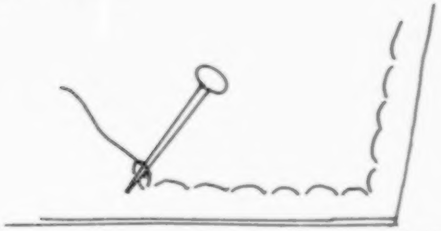
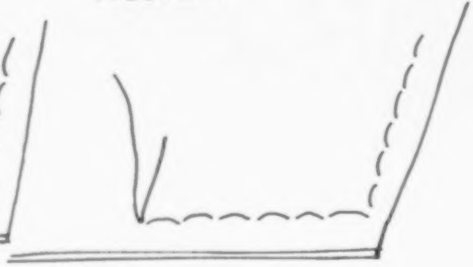


FIGURE 6



E. Tie two or three knots close to fabric (Figures 7 and 8)

FIGURE 7

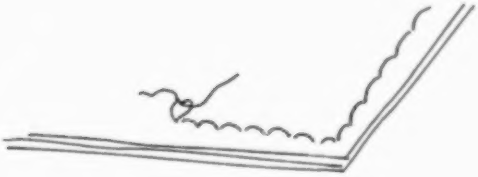
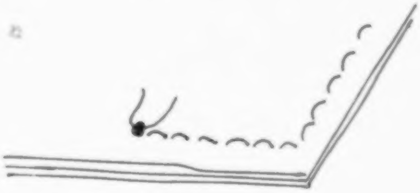


FIGURE 8



F. Trim thread ends or carry thread ends inside garment with a hand needle

IV. Procedure for hiding knots

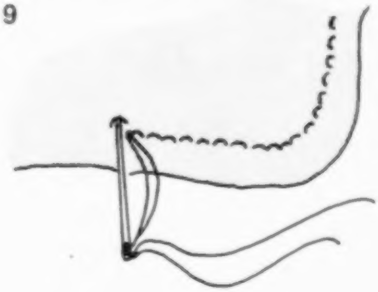
(NOTE: When planning to use this method, leave long threads.)

A. Pull both threads to inside

B. Thread the two threads through a needle

C. Take first stitch in the immediate area where the thread was brought to one side, being careful not to catch the right side of the garment (Figure 9)

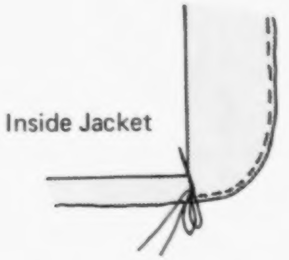
FIGURE 9



JOB SHEET #11

D. Carry thread through inside garment construction (occasionally catching a yarn) to an unnoticeable area, preferably a seam (Figure 10)

FIGURE 10



E. Tie knot under seam or facing where it cannot be seen

(NOTE: You may want to tie a knot first, then take first stitch and hide thread ends only.)

F. Trim thread ends

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #12--SEW SLEEVE PLACKETS

I. Materials and equipment

- A. Sleeve
- B. Extra fabric
- C. Scissors
- D. Sewing machine

II. Procedure

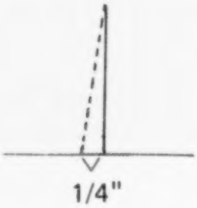
A. Option one (traditional method)

(NOTE: This is the most acceptable and sturdy option.)

1. Mark perpendicular line the length of the placket as indicated by pattern

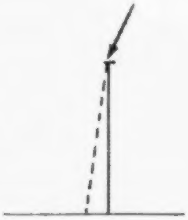
2. Use small stitches to reinforce area by sewing 1/4" away from base of line, gradually moving in to end of line (Figure 1)

FIGURE 1



3. Sew one stitch across the top of the line (Figure 2)

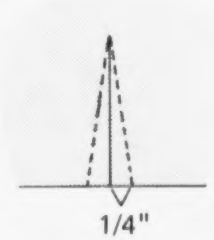
FIGURE 2



JOB SHEET #12

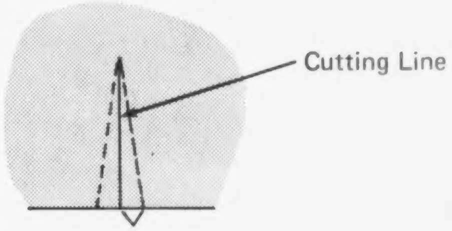
4. Sew down line, gradually moving away until there about 1/4" between line and stitching at end (Figure 3)

FIGURE 3



5. Cut on solid line between stitching lines, to point (Figure 4)

FIGURE 4

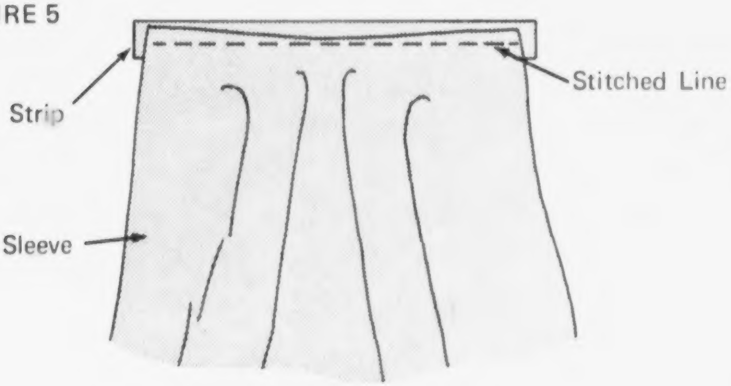


6. Cut a strip of self-fabric slightly longer than twice the length of the slash and 1 1/2" wide

7. Position right side of strip to wrong side of sleeve slash opening (Figure 5)

(NOTE: Stitched line must be parallel to edge of strip.)

FIGURE 5

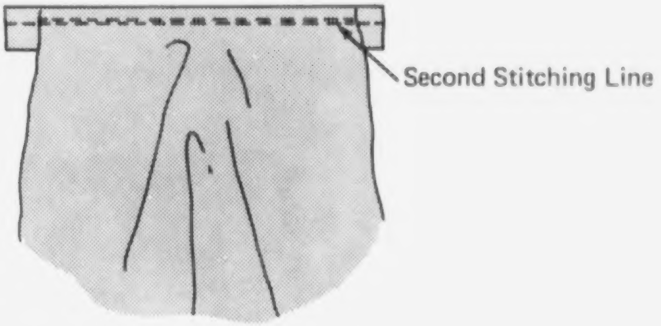


JOB SHEET #12

8. Sew straight across strip, just outside first stitching line (Figure 6)

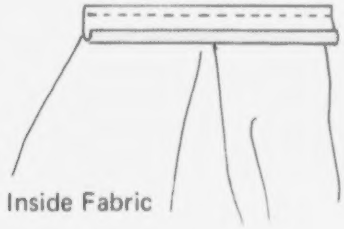
   (NOTE: The stitching line must be straight across the strip; if it is not, reposition sleeve rather than sewing crooked.)

FIGURE 6



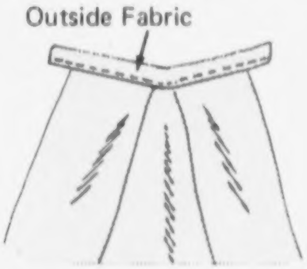
9. Fold in 1/4" hem on unsewn edge of strip (Figure 7)

FIGURE 7



10. Place garment so outside is up
11. Turn folded ege of strip to outside of sleeve
12. Enclose seam with strip, having folded edge covering stitching line
13. Sew on edge of folded hem the length of the strip (Figure 8)

FIGURE 8



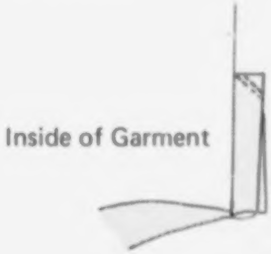
14. Cut off excess length of placket

JOB SHEET #12

15. Stitch diagonally over folded center of strip (Figure 9)

    (NOTE: This step is optional.)

    FIGURE 9


Inside of Garment

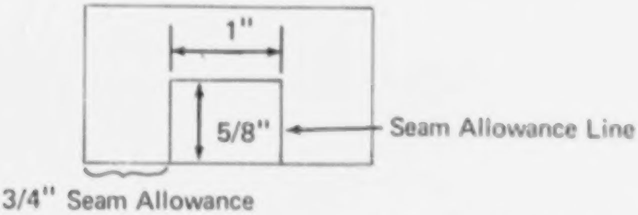
16. Turn and stitch overlap to inside of sleeve

B. Option two

(NOTE: This method is easier than option one but is not considered as attractive.)

1. Cut a patch of self-fabric about 2 1/2" by 1 3/8"
2. On back of patch, draw 3/4" seam allowances on three sides, leaving plain raw edge on fourth side (Figure 10)

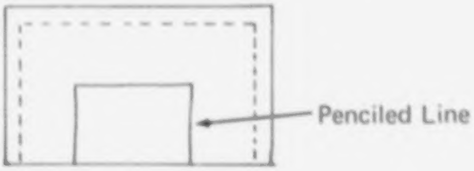
   FIGURE 10


1"
5/8"
Seam Allowance Line
3/4" Seam Allowance

3. Machine stitch around patch 1/4" from edge on three sides (Figure 11)

   (NOTE: This will be used as a turn line.)

   FIGURE 11

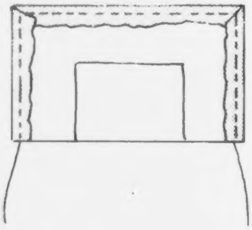

Penciled Line

JOB SHEET #12

4. Turn fabric edge to wrong side on turn line and stitch again to clean finish edges (Figure 12)

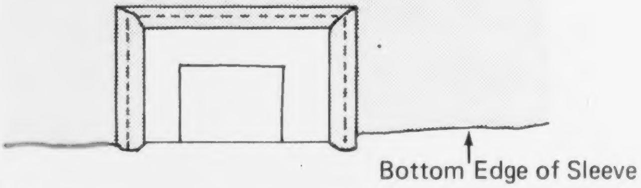
   (NOTE: This procedure will not be necessary if fabric does not ravel.)

   FIGURE 12



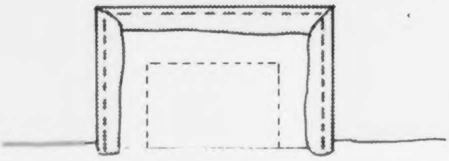
5. Center patch on sleeve placket area, right sides together, with raw edges of sleeve bottom even with unfinished bottom of patch (Figure 13)

   FIGURE 13



6. Sew on marked seamlines of patch, using small stitches (Figure 14)

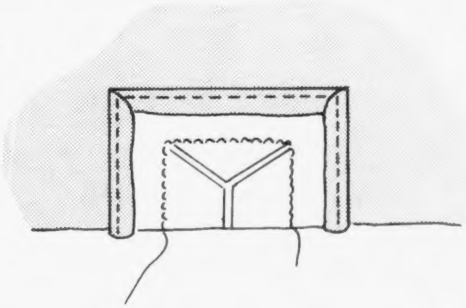
   FIGURE 14



JOB SHEET #12

7. Cut into center of sewn area, cutting diagonally into corners (Figure 15)

FIGURE 15



8. Turn sleeve over so wrong side of fabric is up

9. Pull outer edges of patch to inside of garment (Figures 16 and 17)

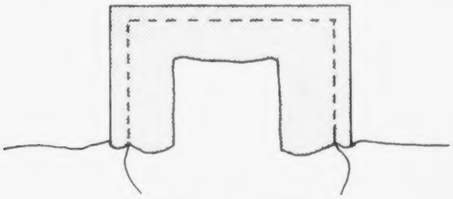


FIGURE 16

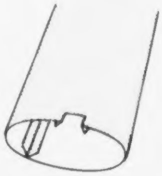
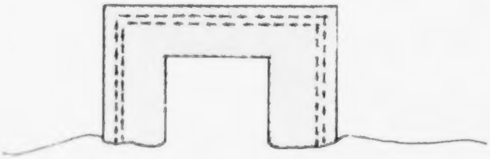


FIGURE 17

10. Machine stitch patch to sleeve, following stitching used to finish edge (Figure 18)

FIGURE 18



C. Option three

(NOTE: This is a very practical method to use on a seam.)

1. Sew sleeve from underarm to beginning of sleeve placket (Figure 19)

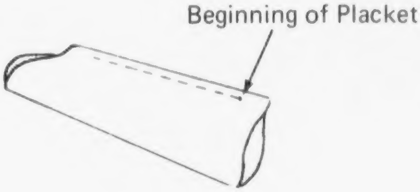


FIGURE 19

JOB SHEET #12

2. Press seam open, including sleeve placket

3. Sew 1/8" away from folded sleeve placket seam, making a V-shape or square shape at the point (Figures 20 and 21)

   (NOTE: On some knits, step 3 may be omitted.)

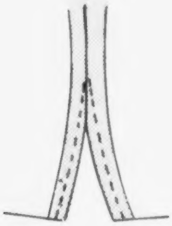


FIGURE 20

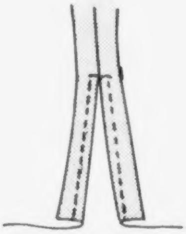


FIGURE 21

D. Option four

(NOTE: This method is not considered as attractive or sturdy as any of those mentioned before, but it is quick.)

1. Center two clip markings 1" apart on the bottom edge of the sleeve at placket area (Figure 22)

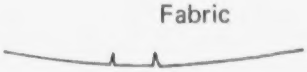


FIGURE 22

2. Sew 1/2" from raw edge about 1" outside of clipped area, working up to a 5/8" seam, sewing between clips and tapering off to 1/2" once outside of clips (Figure 23)

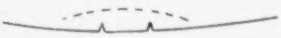


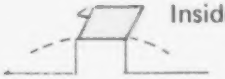
FIGURE 23

3. Cut perpendicular to the stitching where the notches are

JOB SHEET #12

4. Push cut flap to the inside of the sleeve, turning raw edge under (Figure 24)

FIGURE 24



5. Hand or machine sew flap to sleeve (Figures 25 and 26)

FIGURE 25

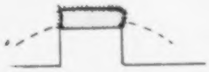
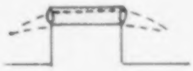


FIGURE 26



CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #13--SEW CUFF ON SLEEVE

I. Materials and equipment

A. Interfaced cuff

B. Sleeve with placket

C. Sewing machine

D. Pins

E. Scissors

II. Procedure one

(NOTE: This method provides an enclosed seam and may be preferred by those customers who often wear their sleeves rolled up.)

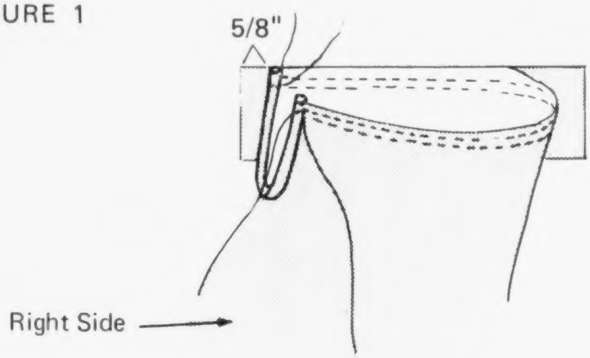
A. Stitch two rows of basting along bottom edge of sleeve, one 5/8" and the other 1/2" from edge

B. Determine which end of cuff has buttonhole

C. Place cuff with corresponding sleeve

D. On cuff end without buttonhole, pin placket 5/8" from edge with right sides together (Figure 1)

FIGURE 1

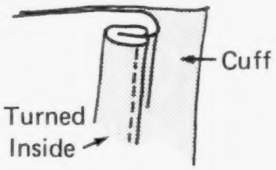


E. Pull on easing threads from both ends until sleeve gathering is about the length of the cuff

JOB SHEET #13

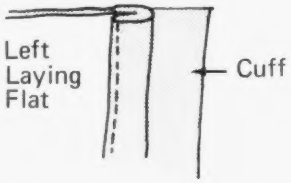
F. On cuff end with buttonhole, fold placket to inside and pin 5/8" from edge (Figures 2 and 3)

FIGURE 2



Cuff End with Buttonhole

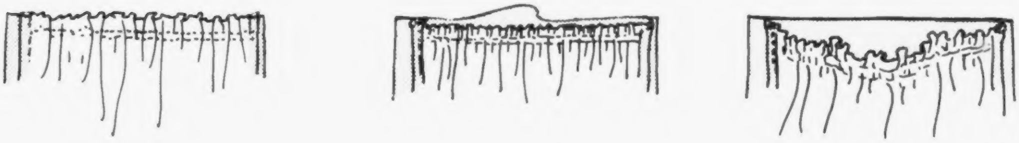
FIGURE 3



Cuff End without Buttonhole

G. Pull easing thread so that sleeve gathering lies flat to cuff (Figure 4)

FIGURE 4



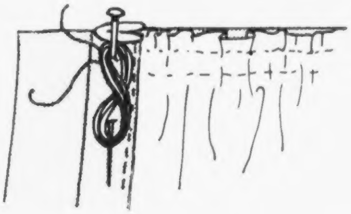
Correct

Easing Pulled Too Tight

Easing Not Pulled Tight Enough

H. Wrap easing thread around pins in a figure eight formation so that easing does not give way (Figure 5)

FIGURE 5

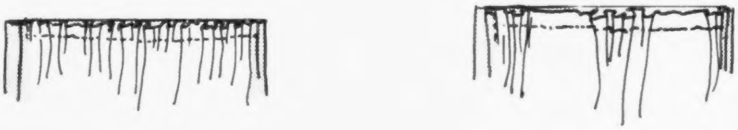


JOB SHEET #13

I. Distribute gathering evenly along cuff edge unless otherwise specified by pattern directions (Figure 6)

(NOTE: For ease, divide cuffs and gathering into four equal parts identified by small clips in the seams. Match cuff and sleeve clips and gather.)

FIGURE 6



Evenly Distributed

Unevenly Distributed
(Flat Spots)

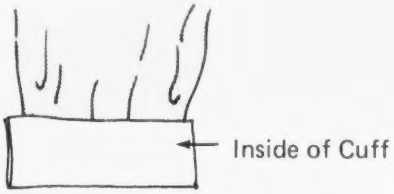
J. Sew sleeve and cuff together

(NOTE: Sew additional row 1/8" closer into the seam allowance and trim gathered seam close to the second stitched line if you have a wide seam allowance.)

K. Fold cuff lengthwise with right sides together, aligning top and side edges (Figure 7)

(NOTE: If there are two pieces to each cuff, omit this step and align second piece to first piece with right sides together.)

FIGURE 7

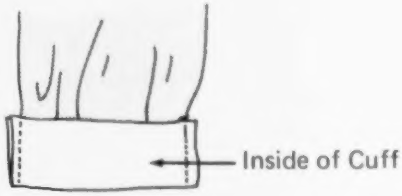


JOB SHEET #13

L. Sew each end of the cuff, being careful not to sew in sleeve or placket (Figure 8)

(NOTE: For two-piece cuff sew seam across bottom also. Trim and grade seams if there are wide seam allowances.)

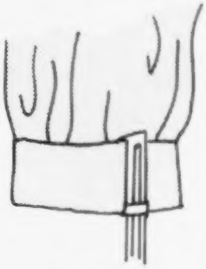
FIGURE 8


Inside of Cuff

M. Turn cuff right side out

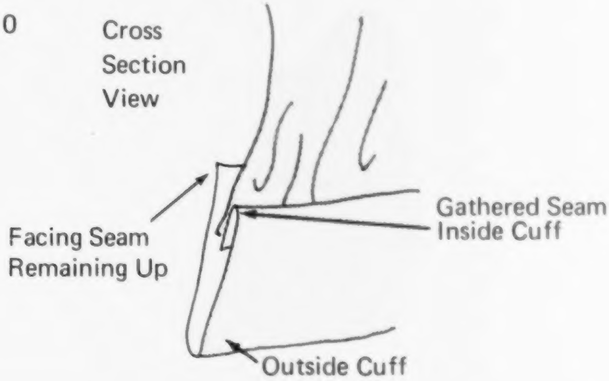
N. Measure width of cuff occasionally to assure evenness (Figure 9)

FIGURE 9



O. Position gathered seam so that it is inside the cuff (Figure 10)

FIGURE 10

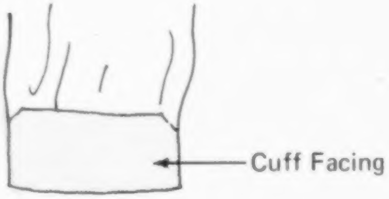

Cross
Section
View
Facing Seam
Remaining Up
Gathered Seam
Inside Cuff
Outside Cuff

P. Leave facing side of cuff up (Figure 10)

JOB SHEET #13

Q. Tuck ends of cuff facing in at an angle (Figure 11)

FIGURE 11



R. Fold raw edge in, leaving it out far enough so that it still covers the stitching line (Figures 12 and 13)

(NOTE: This is done so that it will be caught when stitching in the ditch.)

FIGURE 12

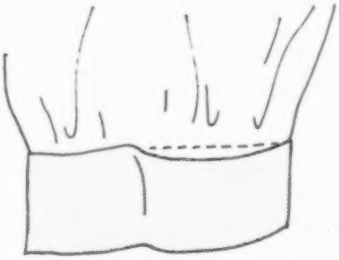
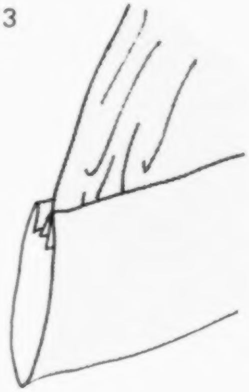


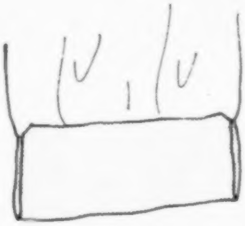
FIGURE 13



S. Slightly pull side seams of cuff to the underside, pulling cuff facing away from seam (Figure 14)

(NOTE: This will keep cuff facing from showing on the right side.)

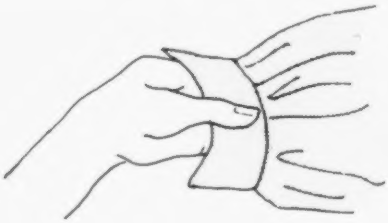
FIGURE 14



JOB SHEET #13

T. Working from outside of sleeve, distribute evenly any fullness that may be underneath on the facing (Figure 15)

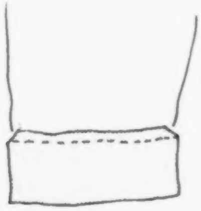
FIGURE 15



U. Stitch in the ditch of the seam, joining gathering to cuff

V. Check back of cuff to assure work has been sewn flat and that there are no tucks (Figure 16)

FIGURE 16



W. Make buttonhole

X. Sew on button

• III. Procedure two

(NOTE: On stretchy knits the cuff is stretched to fit sleeve bottom, instead of gathered and then sewn.)

A. Stitch two rows of basting along bottom edge of sleeve, one 5/8" and the other 1/2" from edge

B. Fold cuff lengthwise with right sides together, aligning top and side edges

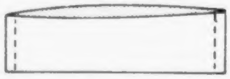
(NOTE: If there are two pieces to each cuff, omit this step and align the two pieces with right sides together.)

JOB SHEET #13

C. Sew each end of cuff (Figure 17)

(NOTE: For a two-piece cuff sew seam across bottom too. Also, trim and grade seams if there are wide seam allowances.)

FIGURE 17



D. Turn cuff right side out

E. Make buttonhole on cuff

(NOTE: Bound buttonholes would be sewn in before cuff is folded up and seams are sewn.)

F. Place cuff with corresponding sleeve

G. Pull easing thread on sleeve so that sleeve gathering is the same length as the raw edge of the cuff

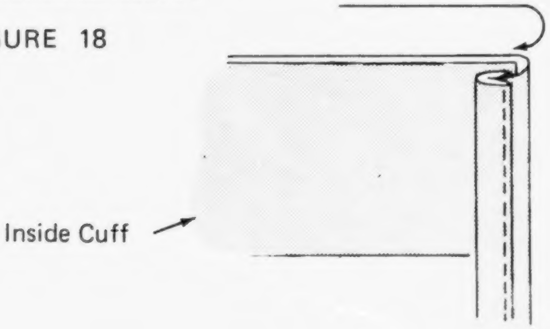
H. Place bottom edge of sleeve and raw edge of cuff with right sides together

I. Distribute gathering evenly along cuff edge unless otherwise specified by pattern directions

J. On cuff end with buttonhole, fold placket around the edge of cuff (Figure 18)

(NOTE: If you do not have a traditional placket on your sleeve, just align edge of sleeve opening along cuff edge and ignore any folding of the placket as mentioned above.)

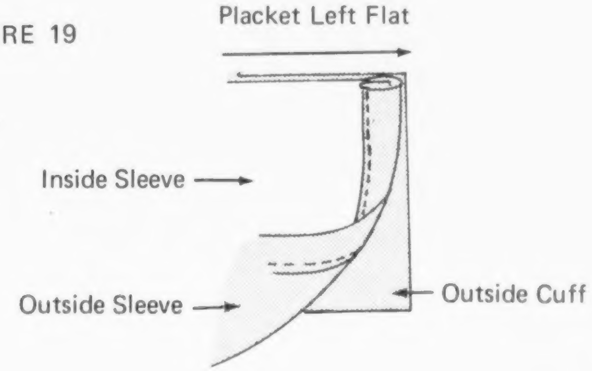
FIGURE 18



JOB SHEET #13

K. On cuff end without buttonhole, leave placket out flat and align with edge of cuff (Figure 19)

FIGURE 19

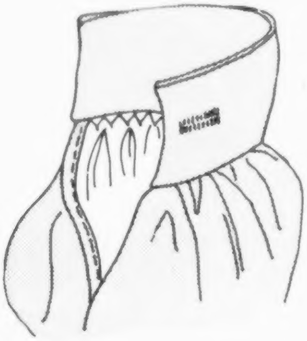

Placket Left Flat
Inside Sleeve
Outside Sleeve
Outside Cuff

L. Sew gathering to cuff

(NOTE: Trim seam to 1/4" if using a standard seam allowance.)

M. Zigzag over raw edges (Figure 20)

FIGURE 20



N. Sew on button

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #14--SET IN SLEEVES

I. Materials and equipment

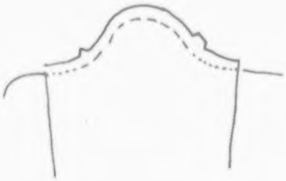
- A. Sleeve
- B. Garment front
- C. Garment back
- D. Pins, four
- E. Sewing machine

II. Procedure

(NOTE: The narrower the seam allowance, the easier it is to set in a sleeve. For example, a 1/4" seam is easier to work with than a traditional 5/8" seam.)

- A. Sew shoulder seam
- B. Machine stitch a continuous row of stitching along seamline of sleeve cap (Figure 1)

FIGURE 1

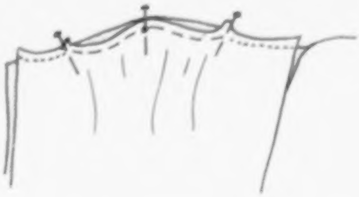


  1. Sew with regular stitch from edge to first notch
  2. Sew with basting stitches between notches
  3. Sew with regular stitch from second notch to edge
- C. Pin corresponding notches of sleeve and body together with right sides of fabric together

JOB SHEET #14

D. Pin marked dot symbol to shoulder seam (Figure 2)

FIGURE 2

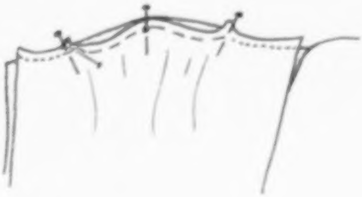


(NOTE: A 1" area centered around the shoulder dot is on the straight grain and does not absorb ease well. Do not plan to use ease in this area.)

E. Pull easing thread

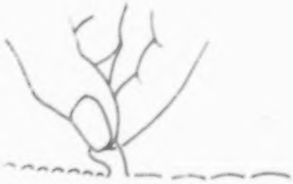
1. Insert pin in first basting stitch under either notch (Figure 3)

FIGURE 3



2. Pull up on pin to form a loop that can be easily handled
3. Pull on end of loop that is connected to the basting stitch (Figure 4)

FIGURE 4



4. Pull only enough ease for one side of the sleeve cap

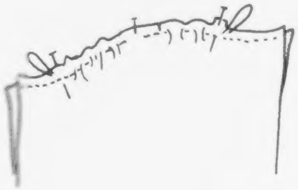
   (NOTE: How much ease is needed depends upon sleeve cut.)

5. Apply above steps to other side of sleeve cap

JOB SHEET #14

F. Distribute ease evenly between shoulder seam and notches, being careful not to allow much ease in flat area (Figure 5)

FIGURE 5

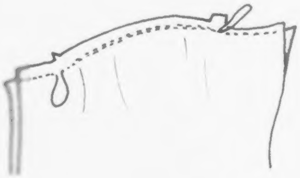


G. Stitch seam starting at one notch, sewing to the other, and holding fabric firmly in place as you sew

H. Remove pins

I. Check for evenness of ease distribution (Figure 6)

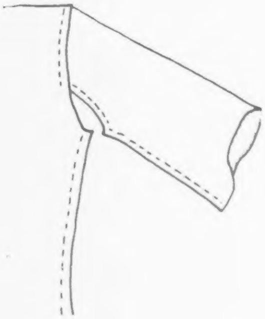
FIGURE 6



J. Stitch underarm seam of sleeve

K. Stitch underarm seam of body (Figure 7)

FIGURE 7



JOB SHEET #14

L. Pull sleeve inside the body

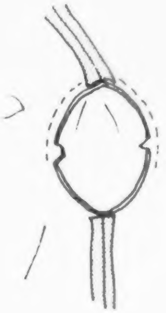
(NOTE: The sleeve will be right side out.)

M. Place arm sleeve seam into underarm body seam, matching seamlines

(NOTE: Be sure seam is open if possible.)

N. Smooth remainder of lower sleeve between notches, matching edges of sleeve and armhole (Figure 8)

FIGURE 8



O. Sew from notch to notch along underarm, using stitching on sleeve as a guide

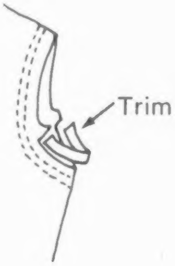
P. Sew another row of stitching 1/4" inside the seam allowance around the total distance of the sleeve

(NOTE: This could be zigzagged.)

Q. Trim underarm seam to second row of stitching from notch to notch (Figure 9)

(NOTE: When garment is finished sleeve seam should fall into the sleeve cap, not the garment body.)

FIGURE 9



(CAUTION: Never clip armhole seam.)

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #15--DETERMINE SIZE OF BUTTONHOLE

I. Materials and equipment

  A. Measuring gauge

  B. Buttons

  C. Pin

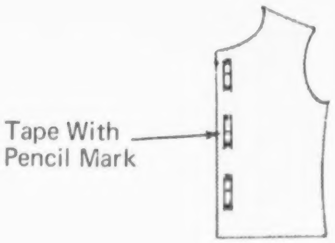
  D. Strip of paper, 1/4"

II. Procedure using flat button

  A. Mark the buttonhole end closest to the garment edge (Figure 1)

  (NOTE: Refer to Job Sheet #17 for tape method of marking.)

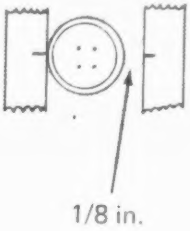
FIGURE 1



  B. Lay button next to mark

  C. Eye measure about an 1/8" from button end and place second mark (Figure 2)

FIGURE 2



(NOTE: The diameter plus the thickness of the button is the length of the buttonhole.)

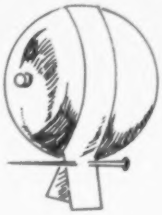
JOB SHEET #15

III. Procedure using ball button

A. Wrap paper strip around button

B. Mark with pin where ends meet (Figure 3)

FIGURE 3

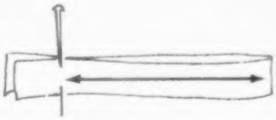


C. Remove button

D. Fold paper strip flat

E. Measure between pin and fold (Figure 4)

FIGURE 4



F. Add this length plus 1/8" to determine buttonhole length

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #16--DETERMINE PLACEMENT OF BUTTONHOLE

I. Materials and equipment

- A. Buttons
- B. Pattern needing buttonhole marking
- C. Pencil

II. Procedure

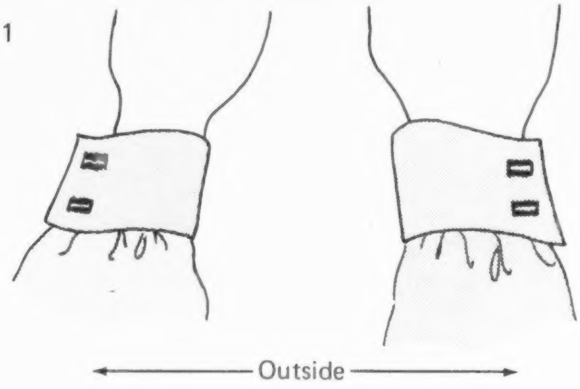
A. Baste center front lines with contrasting color

(NOTE: The reference points for buttonhole placement lie on center lines. Center front or back lines must meet when your closing is fastened.)

B. Place buttonholes on the right side of women's garments and on the left side of men's garments

C. Place cuff buttonholes (traditionally) to the outside (Figure 1)

FIGURE 1



D. Place horizontal buttonholes 1/8" beyond the center front line, toward the garment edge

(NOTE: This allows for the shank.)

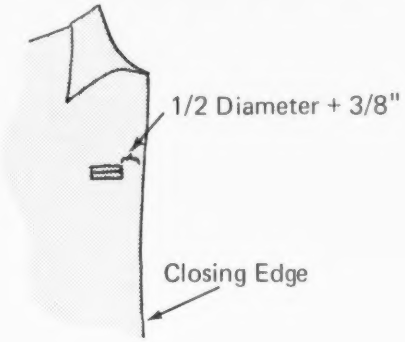
E. Place vertical buttonholes 1/8" above the actual placement line, on the center front line

(NOTE: Vertical buttonholes do not hold buttons as securely as horizontal buttonholes.)

JOB SHEET #16

F. Compute needed distance between buttonhole end and closing edge by adding half of the button's diameter and 3/8" (Figure 2)

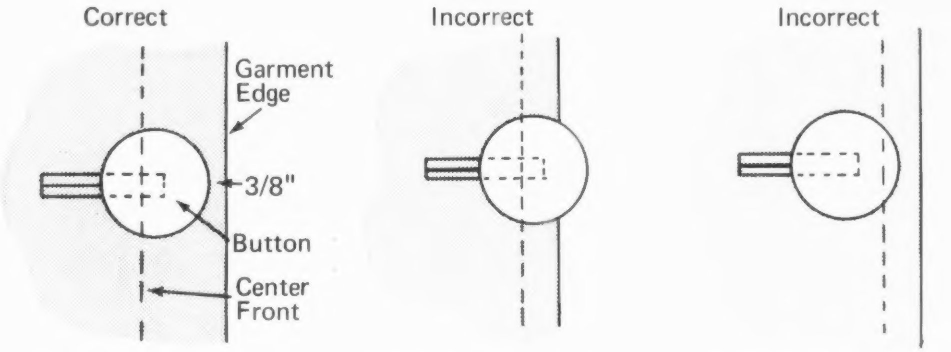
FIGURE 2


1/2 Diameter + 3/8"
Closing Edge

G. Add width to closing edge if needed (Figure 3)

(NOTE: Do not move buttonholes from center front into garment. This would destroy the alignment of the center fronts and, hence, the fit. See Figure 3.)

FIGURE 3


Correct
Garment Edge
3/8"
Button
Center Front
Incorrect
Incorrect

Additional Fabric Is Allowed on Edge to Accommodate Larger Button

Did Not Allow for Larger Button

Buttonhole Is Moved Into Garment Destroying Center Front and Fit and Making Garment Smaller and out of Proportion

H. Place buttonhole below neckline at least half the diameter of the button plus 3/8"

I. Place last buttonhole 3"-4" from the bottom and never through the hem

JOB SHEET #16

J. Space buttonholes evenly between top and bottom buttonholes

  1. Garment may gap open at bust or waist if there are not enough buttons
  2. Large buttons are placed further apart than small ones

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #17--MARK GARMENT FOR HORIZONTAL BUTTONHOLES

I. Materials and equipment

   A. Sewing machine

   B. Garment or garment piece requiring buttonholes

   C. Pencil and tailor's chalk

   D. Measuring tape and sewing gauge

   E. Translucent white tape

II. Procedure for bound buttonhole marking

   (NOTE: All marking should follow the grain of the fabric.)

   A. Mark center front line with chalk

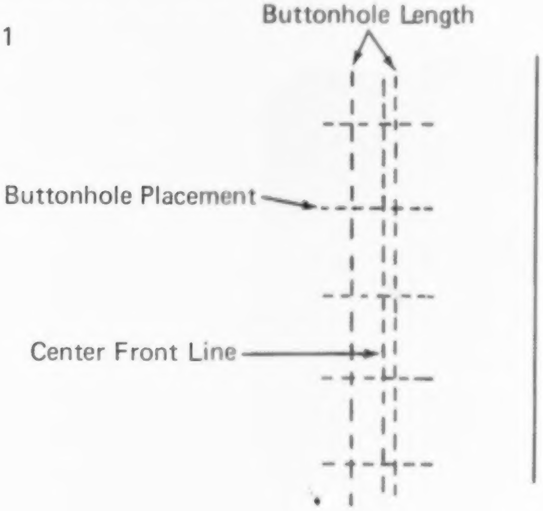
      (NOTE: You may use light pencil markings on interfacing if it is attached to fabric before buttonholes are. Dark pencil marks on light fabric may show through and will be permanent.)

   B. Place marks indicating the length of buttonholes

   C. Connect all marks vertically with machine basting (Figure 1)

      (NOTE: Figure 1 illustrates marking for buttonholes on the right side of a garment versus the left side.)

FIGURE 1



JOB SHEET #17

D. Machine baste horizontally to indicate buttonhole placement, extending ends about 1 1/2" beyond the length of the buttonhole

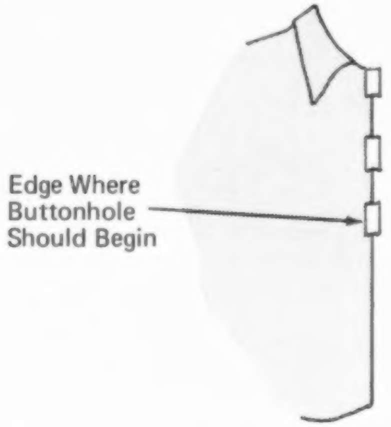
III. Procedure for machine buttonhole marking

A. Decide on buttonhole placement, including how far from the edge they should be

(NOTE: Because chalk wears off, buttonhole marking is usually ignored until garment is ready for buttonholes.)

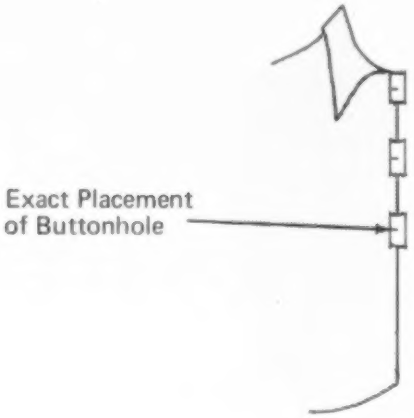
B. Place tape edge where buttonhole should begin (Figure 2)

FIGURE 2


Edge Where
Buttonhole
Should Begin

C. Mark exact horizontal placement of buttonhole on tape with pencil (Figure 3)

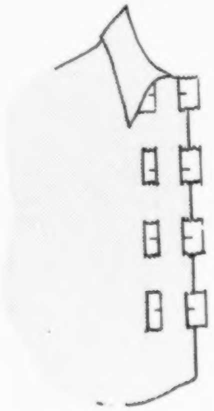
FIGURE 3


Exact Placement
of Buttonhole

JOB SHEET #17

D. Place other piece of tape so it is parallel to and the exact length of buttonhole away from the first piece of tape (Figure 4)

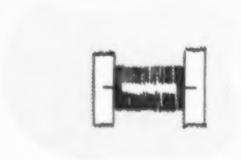
FIGURE 4



E. Mark horizontal buttonhole placement on this tape

F. Sew buttonhole, centering it between tape and horizontal marks and being careful not to sew into tape (Figure 5)

FIGURE 5



G. Carefully pull tape off of garment when buttonholes are complete

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #18--SEW BUTTONS ON BY MACHINE

I. Materials and equipment

A. Sewing machine

B. Presser foot used for sewing on buttons

(NOTE: This may be a specific presser foot or it may be the general zigzag foot.)

C. Button with holes through it

(NOTE: This does not include a shank button.)

D. Garment marked with button placement

E. Bobbie pin, darning needle, toothpick, or paper clip

II. Procedure

A. Lower feeddog or use feeddog cover

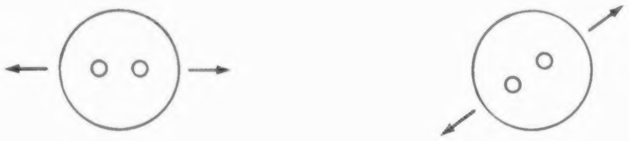
B. Place stitch length at zero

C. Place needle position to the left

D. Slide garment with buttonhole placement mark under the presser foot

E. Place button on mark with holes going from left to right (Figure 1)

FIGURE 1



Correct

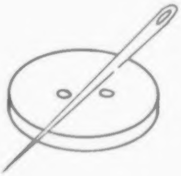
Incorrect

JOB SHEET #18

F. Place darning needle or toothpick between the holes (Figure 2)

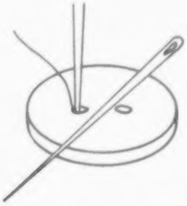
(NOTE: This is necessary only if you desire a shank.)

FIGURE 2



G. Lower needle in left hole of the button (Figure 3)

FIGURE 3



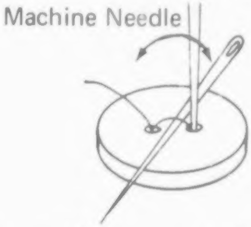
H. Lower the presser foot

(NOTE: When using a button sewing foot there is usually an indentation in which the darning needle rests.)

I. Turn hand wheel, taking needle into the highest position

J. Adjust zigzag width so needle will go into right-hand hole (Figure 4)

FIGURE 4



K. Accelerate machine, making several stitches from one hole to the other

(NOTE: Less stitches are needed for lightweight fabrics.)

L. Set zigzag at zero and sew 3-4 fastening stitches back in left-hand hole

(NOTE: The needle will sew in one place.)

JOB SHEET #18

M. Remove needle from work, lift presser foot, and pull garment away from needle area

N. Trim threads

(NOTE: If sewing on a four-eye button, do top first, stopping in top right eye. Reposition button to begin in lower left eye. Complete as above.)

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #19--MAKE BOUND BUTTONHOLES

(NOTE: There are many more ways to make bound buttonholes in addition to those shown below.)

I. Materials and equipment

A. Marked garment piece

(NOTE: Mark as directed in Job Sheet #8.)

B. Sewing machine

C. Buttonhole scissors

(NOTE: These should be very sharp.)

D. Self-fabric

E. Commercial bound buttonhole devices (Figures 1 and 2)

FIGURE 1

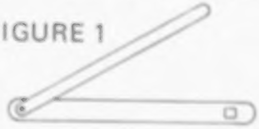
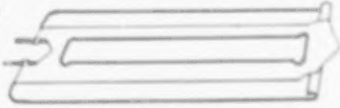


FIGURE 2



F. Cording or yarn

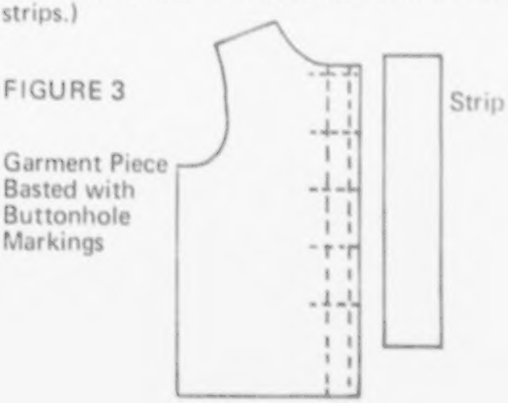
II. Procedure

(NOTE: For efficiency and uniformity do all bound buttonholes on garment at one time.)

A. Cut a strip of self-fabric approximately 2" longer and 1" wider than the row of buttonholes (Figure 3)

(NOTE: The strip may be cut on the straight of grain or on the bias, depending upon the design effect desired; some prefer the contrast effect. Cording is necessary in bias cut strips for stabilization but is optional in straight grain strips.)

FIGURE 3

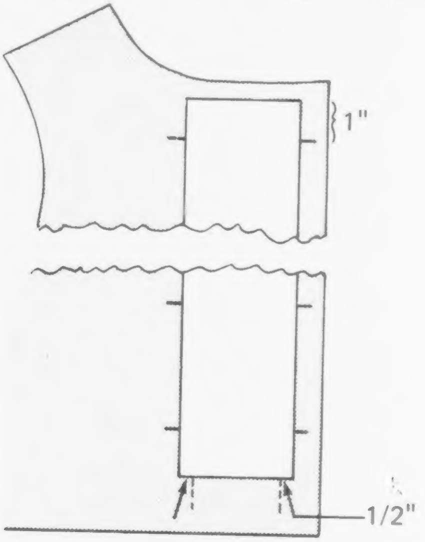


JOB SHEET #19

B. Center strip on buttonhole markings with right sides of fabric together (Figure 4)

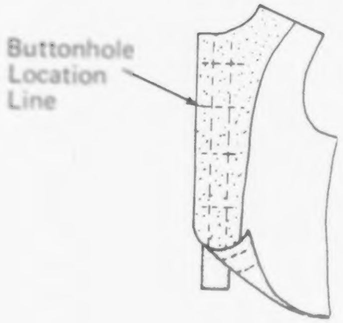
(NOTE: There should be approximately 1/2" of fabric extending beyond each end of the buttonholes and at least 1" beyond the top and bottom buttonholes.)

FIGURE 4



C. Turn garment part over with wrong side of fabric up (Figure 5)

FIGURE 5

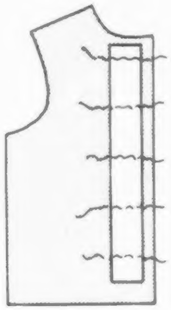


JOB SHEET #19

D. Baste strip to garment through marking that indicates buttonhole location (Figure 6)

(NOTE: Be sure sewing is straight. These lines can well extend the lengths of the buttonholes.)

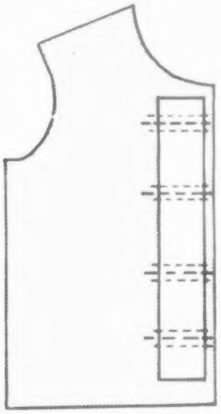
FIGURE 6



E. Baste two lines of stitching parallel to each of these lines (Figure 7)

1. Baste one line on each side of the buttonhole location line
2. Baste each line 1/4" from buttonhole location line
3. Extend basting beyond the length of the buttonhole

FIGURE 7

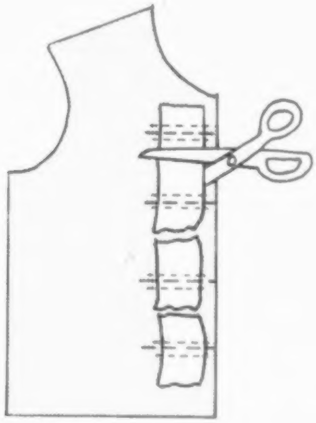


(NOTE: For wider lips on buttonhole, baste 3/8"-1/2" above and below location line. Always use the same distance above and below the location line.)

JOB SHEET #19

F. Cut strip between buttonholes (Figure 8)

FIGURE 8



G. Fold one end of cut strip to the opposite direction along basting line (Figure 9)

(NOTE: Either end of the cut strip will do; you'll work with the other one later.)

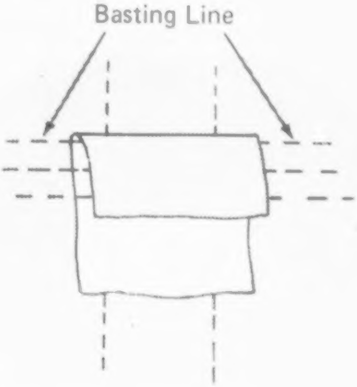


FIGURE 9

H. Turn garment part over, interfacing side up

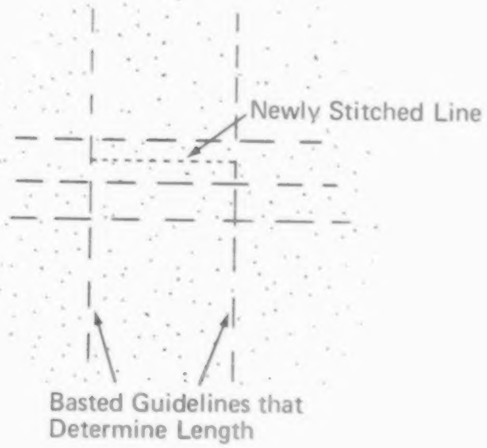
(NOTE: Make sure strip remains in folded position.)

I. Adjust machine to sew small stitches

JOB SHEET #19

J. Sew between basted lines used to determine buttonhole length (Figures 10 and 11)

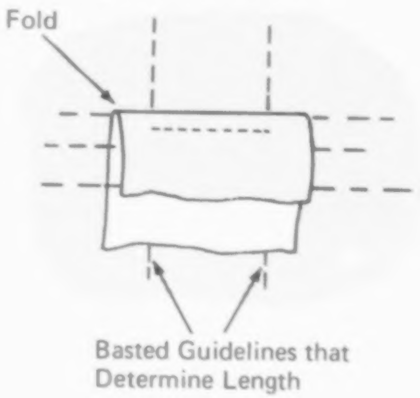
(NOTE: You may wish to mark this line on the interfacing.)



Newly Stitched Line
Basted Guidelines that Determine Length

View of Stitching from Interfaced Side of Garment

FIGURE 10



Fold
Basted Guidelines that Determine Length

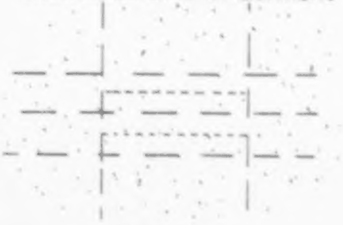
View of Stitching from Right Side of Garment

FIGURE 11

1. Sew 1/8" from top line of basting or half way between top basting and buttonhole location line
2. Back stitch or lock-a-stitch at each end of stitching line

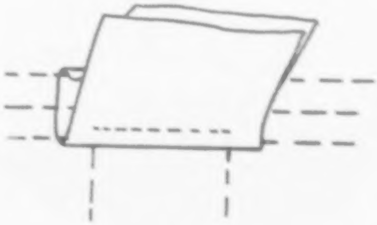
K. Fold and sew other lip of buttonhole in the same manner (Figures 12 and 13)

(NOTE: The two rows of stitching just sewn must be exactly the same length, to the guidelines, and perfectly straight.)



View of Stitching from Interfaced Side of Garment

FIGURE 12



View of Stitching from Right Side of Garment

FIGURE 13

JOB SHEET #19

L. Remove all basting stitches but the one used for buttonhole location

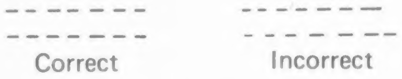
(NOTE: The buttonhole location line helps hold ends in place when cutting and sewing later.)

M. Turn garment to the wrong side

N. Inspect the two rows of stitching to ensure they are exactly the same length and parallel (Figure 14)

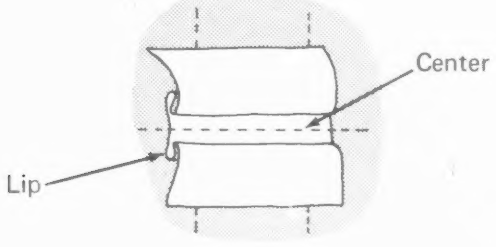
(NOTE: Correct or restitch if necessary.)

FIGURE 14



O. Cut through center of strip to separate strips into equal parts (Figure 15)

FIGURE 15

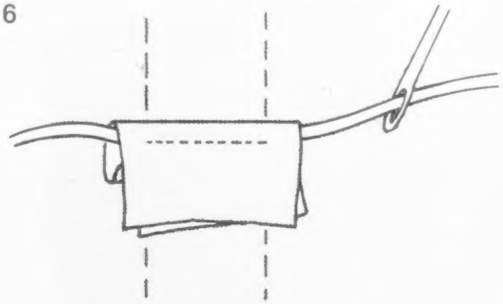


P. Add cording at this time if desired (Figure 16)

(NOTE: Number of strands will depend on thickness.)

(CAUTION: Be sure cording is preshrunk.)

FIGURE 16



JOB SHEET #19

Q. Cut through garment in center of buttonhole (Figure 17)

FIGURE 17

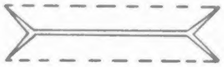
R. Continue cutting until you reach about 3/8" from each end

(NOTE: Cutting 3/8" from the end makes a larger and easier "triangle" to work with.)

S. Clip diagonally to ends of stitching (Figure 18)

FIGURE 18

Correct

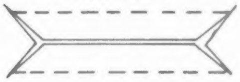


Cut Exactly to Stitching Line:
Will Not Fray or Pucker

(CAUTION: Do not cut stitching. Do not cut beyond stitching or short of stitched ends. See Figures 19 and 20.)

FIGURE 19

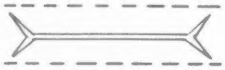
Incorrect



Cut Beyond Stitching Line:
Will Have Frayed Corners

FIGURE 20

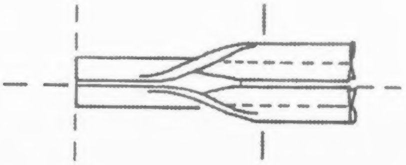
Incorrect



Cut Short of Stitched Ends:
Will Pucker

T. Turn strips of buttonhole to inside of garment (Figure 21)

FIGURE 21



JOB SHEET #19

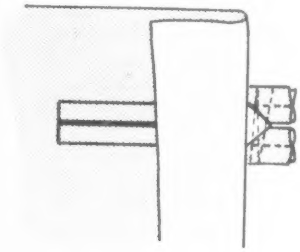
U. With outside of garment facing up, fold garment back at end of buttonhole to reveal strip ends with triangle on top

(NOTE: If the triangle is not visible, it may need to be pulled from the top side.)

V. Stitch back and forth across base of triangle, continuing in a zigzag manner until you reach the tip (Figure 22)

(NOTE: This keeps the tip in place and flattens area to prevent showing on the outside of the garment.)

FIGURE 22



W. Stitch other end in the same manner

X. Pull out basted guideline

Y. Trim buttonhole strips and round off corners

Z. Cut all hanging threads

CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #20-FINISH UNDERSIDE OF BOUND BUTTONHOLES

I. Materials and equipment

A. Pins

B Scissors

C. Needle

D. Thread

E. Organza

F. Pencil

G. Sewing machine

H. Garment

I. Translucent white tape

II. Procedure for organza method

(NOTE: This method is used most often and is the most accurate. It is especially good for fabrics that fray easily.)

A. Cut rectangle or square from organza 1" larger than buttonhole

B. Pencil a rectangle in the center of the organza patch the exact length and width of the bound buttonhole on the outside of the garment

C. From the outside of the garment, stick a pin in each of the four corners of the buttonhole until they show through to the facing

D. Turn the garment to the inside

E. Mark the places where the pins came through on the facing

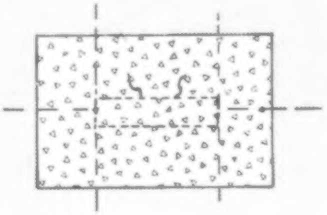
F. Remove pins

G. Center organza patch on right side of facing over markings

JOB SHEET #20

H. Sew on penciled lines, starting in the center of one of the longer lines (Figure 1)

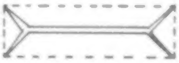
FIGURE 1



I. Cut through organza and facing along the center of the rectangle to about 1/4" from each end

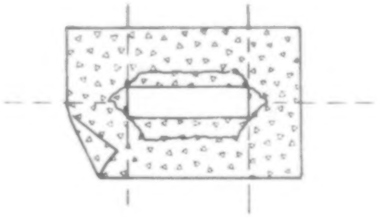
J. Clip diagonally to the corners of the rectangle (Figure 2)

FIGURE 2



K. Turn organza to inside of garment (Figure 3)

FIGURE 3



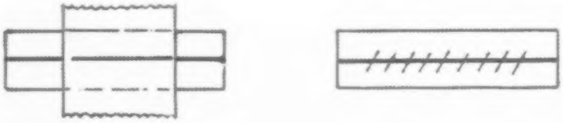
L. Hem around buttonhole facing, securing it to garment

(NOTE: You may want to topstitch around the organza hole after step K before securing facing to garment.)

III. Procedure for raw edge method

A. Tape or slipstitch buttonhole lips closed (Figure 4)

FIGURE 4



JOB SHEET #20

B. Pin facing to garment around buttonhole through all thicknesses

C. Stick pins through garment, showing shape of buttonhole and cut

1. Four corner method

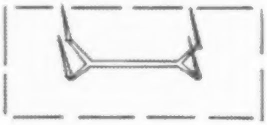
    a. From the outside of the garment, stick pins in each of the four corners of the buttonhole until they show through the facing

    b. Turn garment to inside

    c. Cut lengthwise through facing between pins until you reach about 1/4" from each end

    d. Clip diagonally to the pins (Figure 5)

FIGURE 5



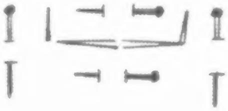
2. Single slit method

    a. From the outside of the garment stick pins in each end of the buttonhole between the lips until they show through the facing

    b. Turn garment to the inside

    c. Cut facing from one pin to the other (Figure 6)

FIGURE 6



D. Turn cut edges to the inside of the garment

E. Hem around buttonhole, securing facing to garment (Figures 7 and 8)

FIGURE 7

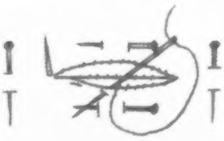
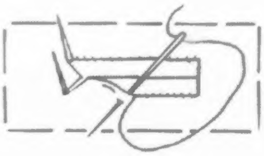


FIGURE 8



JOB SHEET #20

IV. Procedure for knits

A. Tape or slipstitch buttonhole lips closed (Figure 4)

B. Pin facing to garment around buttonhole through all thicknesses

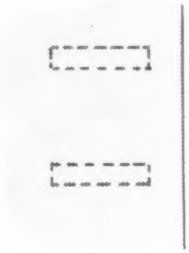
C. Place garment outside up on machine

D. Stitch in the ditch around the shape of the buttonhole

(NOTE: Be sure to secure ends of stitching.)

E. Turn garment over, facing side up (Figure 9)

FIGURE 9

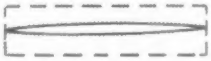


F. Cut through facing

(NOTE: Either method below may be used.)

1. Cut a single, centered slit (Figure 10)

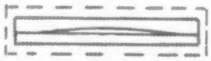
FIGURE 10



2. Cut next to stitching (Figure 11)

(CAUTION: Do not cut too close to stitching as facing may work loose with weave.)

FIGURE 11



CONSTRUCTION TECHNIQUES
UNIT III

JOB SHEET #21--SEW ZIPPER INTO GARMENT

I. Materials and equipment

   A. Zipper

   B. Garment

   (NOTE: Apply zipper at earliest possible stage of garment construction.)

   C. Zipper foot

   D. Iron

   E. Pin

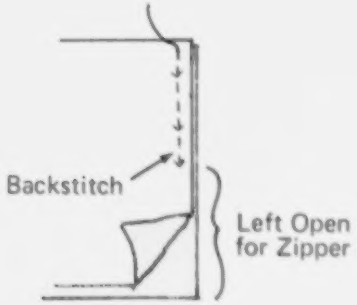
II. Procedure for lapped method

(NOTE: Arrows on seamline indicate direction to sew.)

   A. Sew seam up to zipper opening, using a 5/8" seam width and backstitching at end of stitching (Figure 1)

   (NOTE: Zipper opening length is determined by measuring the length of the zipper teeth and adding 5/8".)

FIGURE 1

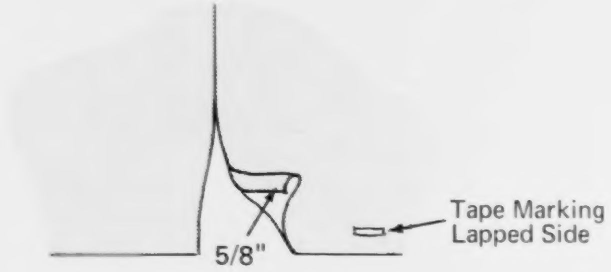


JOB SHEET #21

B. Mark which side of garment will have zipper lap (Figure 2)

(NOTE: Generally, the lap is on the left side of the finished garment.)

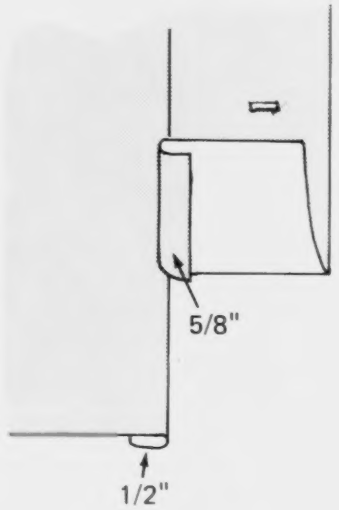
FIGURE 2


5/8"
Tape Marking
Lapped Side

C. Press seam in 5/8" on side used for lap (Figure 2)

D. Press other seam in 1/2" (Figure 3)

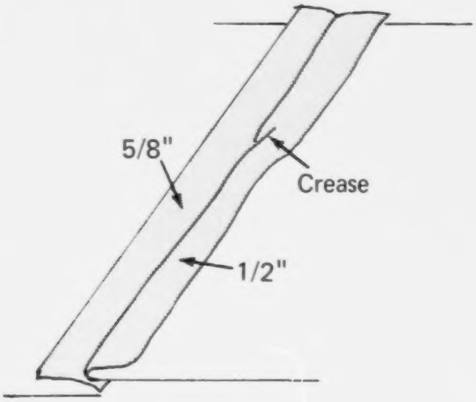
FIGURE 3



JOB SHEET #21

(NOTE: There will be a crease on the seam underneath where the seam narrows to 1/2". See Figure 4.)

FIGURE 4

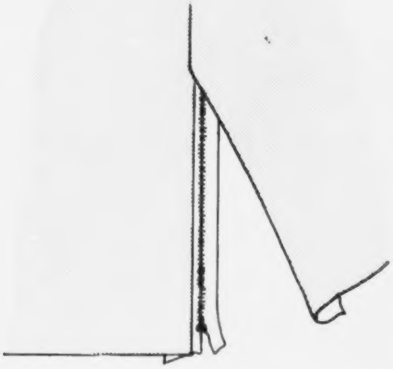


E. Put zipper foot on machine

F. Place zipper (right side up) under the 1/2" folded edge with teeth close but not touching fold (Figure 5)

(CAUTION: Check to see that zipper is correct distance from top edge. Distance from top of garment to top of zipper teeth is usually the width of the seam allowance.)

FIGURE 5

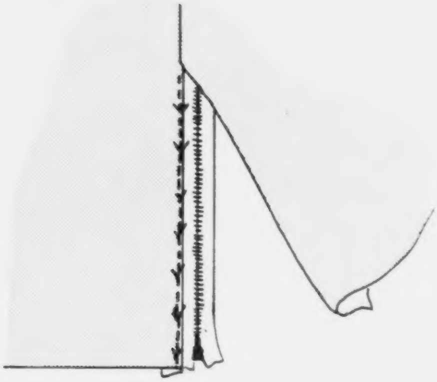


JOB SHEET #21

G. Sew zipper to garment close to folded edge, starting at the base of the zipper and sewing to the raw edge (Figure 6)

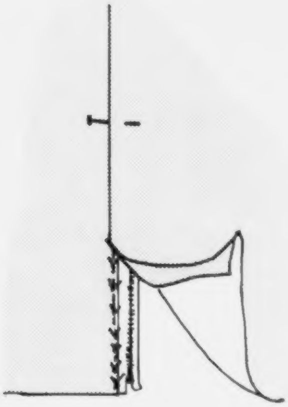
(NOTE: You are now done with one side of the zipper.)

FIGURE 6



H. Place free seam over the zipper so that it just covers the previous row of stitching (Figure 7)

FIGURE 7



I. Place pin to mark end of zipper (Figure 7)

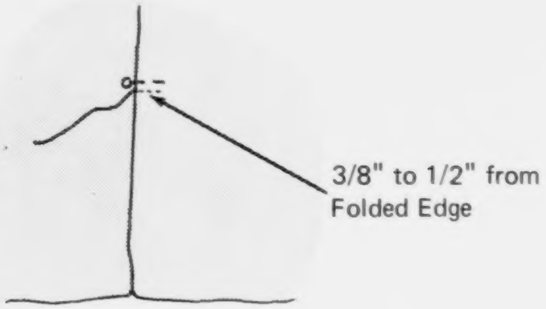
JOB SHEET #21

J. Sew from end of zipper horizontally to about 3/8" - 1/2" from folded edge, sewing through fabric and zipper tape (Figure 8)

(NOTE: The distance from the fold will depend upon the fabric, the zipper, and personal taste.)

(CAUTION: The sewing machine is not shown for illustration purposes only. DO NOT break line of sewing.)

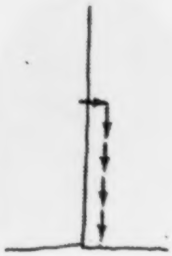
FIGURE 8



K. Stop at pin, leaving needle in work

L. Pivot and sew to raw edge (Figure 9)

FIGURE 9



M. Secure thread ends

(NOTE: Lock-a-stitch, bar tack, or pull thread to one side and tie knot, depending upon fabric and design.)

ALTERATION OF READY-MADE CLOTHING
UNIT V

UNIT OBJECTIVE

After completion of this unit, the student should be able to identify those garments that can be altered and alter the garments as indicated. This knowledge will be evidenced by completion of job sheets and a unit test with a minimum of 85 percent accuracy.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Match terms associated with alteration of ready-made clothing to the correct definitions.
2. Match indications of needed alterations to their causes.
3. Select from a list general rules to follow when altering ready-to-wear.
4. Select from a list industrial construction methods that interfere with alterations.
5. Select from a list ways to mark adjustment lines.
6. Match adjustment markings to the correct meanings.
7. List ways customers can indicate needed hem length in pants when not available for a fitting.
8. Match common alteration problems to their solutions.
9. Demonstrate the ability to:
    a. Organize work load.
    b. Taper shirt.
    c. Shorten long shirt sleeves at cuff area.
    d. Shorten long sleeves to short sleeves.
    e. Prepare pants for hemming.
    f. Mark pant hems.
    g. Hem pants.
    h. Lengthen hem using facing.
    i. Adjust back waist on pants.

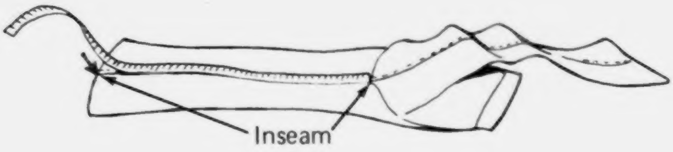
j. Shorten crotch of pants.
k. Taper pant leg.
l. Adjust width of vest.
m. Adjust width of lined jacket.
n. Adjust jacket sleeve length.
o. Lower collar on jacket.
p. Raise back on jacket.
q. Shorten collar on jacket.
r. Reweave hole in woven garment.
s. Adjust skirt hem.
t. Adjust waist of skirt.

ALTERATION OF READY-MADE CLOTHING
UNIT V

INFORMATION SHEET

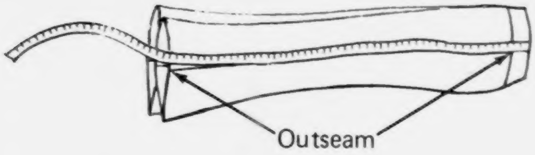
I. Terms and definitions

A. Inseam--Measurement from crotch to hem



B. Outseam--Measurement from top of waistband to hem

(NOTE: Usually, a man's actual waist is at the top of the waistband and a woman's actual waist is at the bottom of the waistband.)



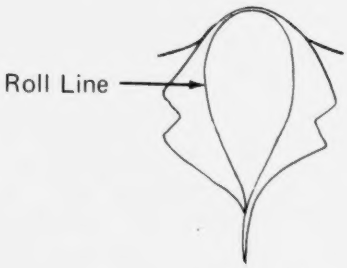
C. Finger press--To open seam with pressure from fingers rather than with an iron

D. Thread count--Number of yarns that make up one inch of fabric; a separate count is taken for length and width of fabric

E. Open--Remove stitching to get to the inside of garment

F. Merge--Guiding a new sewing line in to gradually meet a previous row of stitching; also known as "sew from nothing" or "sew to nothing"

G. Roll line--Place where collar changes from the facing (inside) to the collar (outside) of the garment

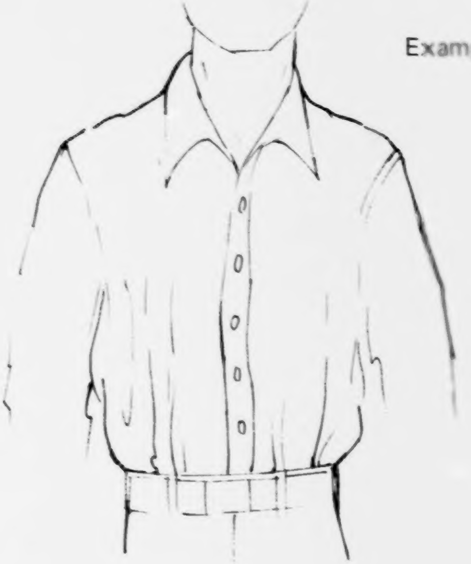


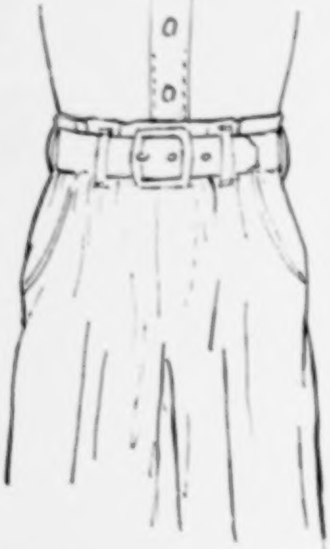
INFORMATION SHEET

II. Indications of needed alterations and their causes

A. Vertical folds--Result from excessive width

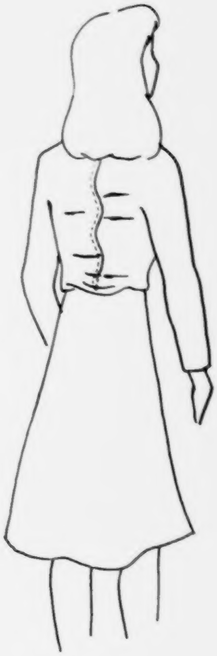
Examples

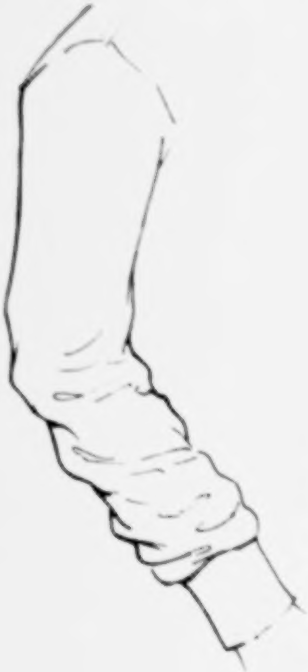




B. Horizontal folds--Caused by excessive length

Examples

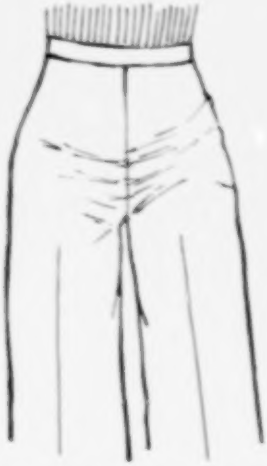




INFORMATION SHEET

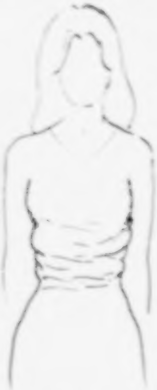
C. Creases--Denote shortness between certain points

Example



D. Fullness--Caused by tightness elsewhere

(NOTE: Dress is tight over hips causing excessive fullness at waist. The waist is not the problem, as may be the first impression; it is the hips.)



(NOTE: As an alteration specialist, exercise your right to refuse a garment that has little promise of proper fit.)

III. General rules to follow when altering ready-to-wear

A. Have customer put garment on when making alteration markings

B. Consider alteration only if the upper part of the garment fits fairly well

(NOTE: The fewer alterations made on a garment the better. Altering the bottom of a garment is usually easier than altering the top.)

C. Be sure the quality of the fabric justifies the expense of alteration

INFORMATION SHEET

C. Check the fabric's ability to adapt to alterations

Example: Excessive raveling; punch holes from needle on former stitching line

D. Consider if altering will destroy the fashion line of the garment

(NOTE: The style of the garment dictates what alterations can be made.)

E. Press all seams before resewing to make sure that former seamline and hem creases will not show

F. Do not fit the garment too tightly

(NOTE: Clothing that is too tight accents figure faults and will make a figure appear larger. Even a thin person will appear to have problem areas if clothing is too tight.)

G. Be symmetrical in your approach to alterations

Example: To decrease waist width, take in equal amounts on both darts and both side seams rather than taking total adjustment on just one side seam

H. Consider the grain line

(NOTE: It is possible to distort the grain line, causing the garment to hang incorrectly.)

I. Press garment before altering to determine if alteration is actually needed

(NOTE: Experienced alteration personnel believe that many alteration problems can be solved by pressing, involving no ripping of seams at all. Sometimes garments stretch out of shape on the hanger.)

J. Do not trim corners or seam allowances unless they are extreme

(NOTE: It is common practice to let a seam out after it has been taken in because of a mistake in fitting or a customer's change of mind.)

K. Count number of seams involved in alteration, multiply it by two, and then divide amount to be altered by this number

(NOTE: This will evenly distribute the alteration.)

Example: To taper shirt 2"
2 seams x 2 = 4
2" ÷ 4 = 1/2
Take shirt in 1/2" on each side

L. Measure adjustments from stitching line, not raw edge of seam

INFORMATION SHEET

IV. Industrial construction methods that interfere with alterations

- A. Glued hems and seams

  (NOTE: Attempt to release glue by steaming.)

- B. Drill holes used to mark darts and pocket placement

  (NOTE: Slashed darts also prevent moving darts.)

- C. Notches in side seams

  (NOTE: Notches used in industry are made by small cuts in the seam edge which prevent the seam from being "let out.")

- D. Minimum use of fabric in seam allowance

- E. Permanent pressing

  (NOTE: Permanent creases prevent lengthening and letting out of hems and seams without an unsightly crease line. Synthetic fabrics are more prone to this than natural fibers.)

V. Ways to mark adjustment lines

(NOTE: Wax has been omitted from the list below because it has been known to leave marks on garments even after washing and/or ironing.)

- A. Safety pins

  (NOTE: Government regulations forbid cleaners to alter worn or dirty clothing. Clothes must be cleaned before they are adjusted; therefore, safety pins are used on worn clothing because straight pins fall out and chalk comes off during the cleaning process.)

- B. Straight pins

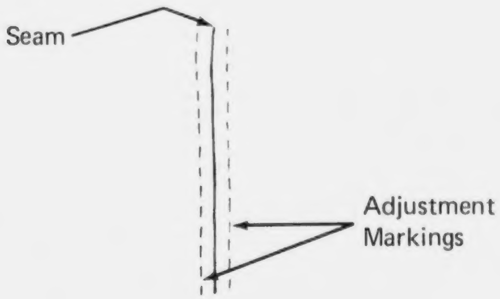
  (NOTE: Straight pins are not as secure as other methods of marking. Some prefer to pin on the outside and then follow pins with chalk markings on the inside once the garment is removed.)

- C. Chalk

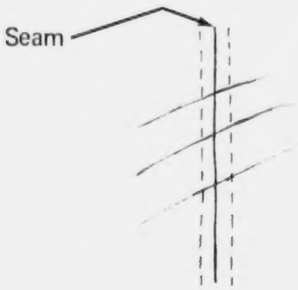
INFORMATION SHEET

VI. Adjustment markings

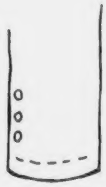
A. Lines parallel to seam--Take garment in to these lines



B. Lines parallel to seam with lines across seam--Let out garment the distance between the markings parallel to seam

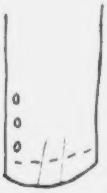


C. Lines parallel to edge of garment--Shorten garment to this line

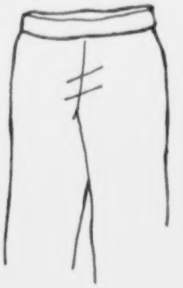


INFORMATION SHEET

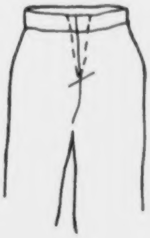
D. Lines parallel to edge of garment with lines perpendicular to edge of garment--Lengthen garment the distance between the markings parallel to seam

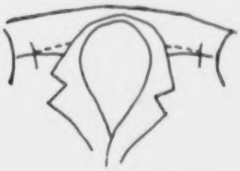


E. Two lines across seat seam--Shorten crotch using the measured distance between these two lines



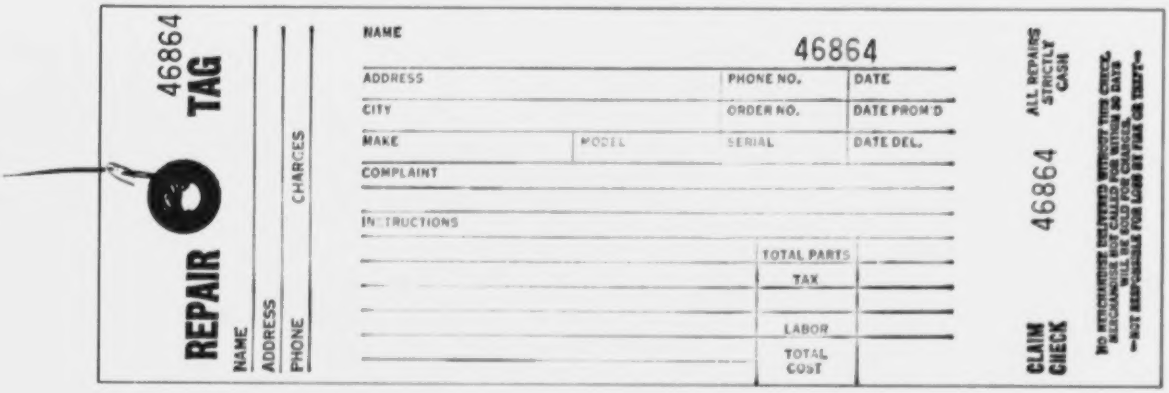
F. One line across seam used with other adjustment lines--Do not alter beyond this line





INFORMATION SHEET

(NOTE: The tag below is an example of what is filled out and often accompanies a garment.)



46864
REPAIR TAG

NAME
ADDRESS
PHONE
CHARGES

NAME 46864

ADDRESS		PHONE NO.	DATE
CITY		ORDER NO.	DATE PROM'D
MAKE	MODEL	SERIAL	DATE DEL.

COMPLAINT

INSTRUCTIONS

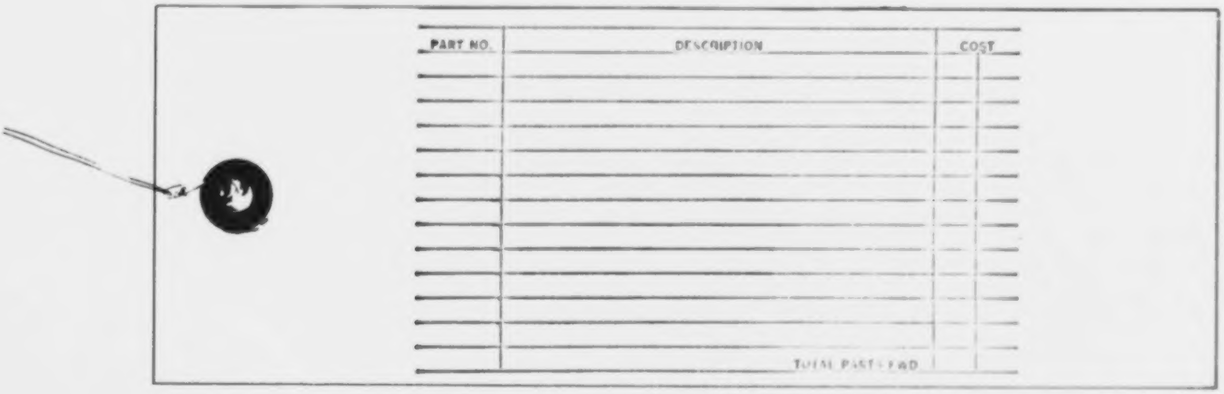
TOTAL PARTS	
TAX	
LABOR	
TOTAL COST	

ALL REPAIRS STRICTLY CASH

46864

CLAIM CHECK

NO MERCHANDISE DELIVERED WITHOUT THIS CHECK.
MERCHANDISE NOT CALLED FOR WITHIN 30 DAYS
WILL BE SOLD FOR CHARGES.
—NOT RESPONSIBLE FOR LOSS BY FIRE OR THEFT—



PART NO.	DESCRIPTION	COST
	TOTAL PARTS FWD	

VII. Ways customers can indicate needed hem length on pants when not available for a fitting

A. Pants are pinned the amount of adjustment needed

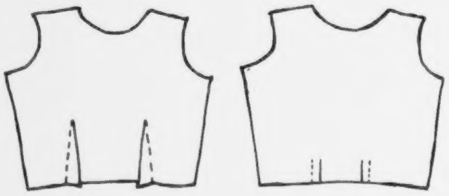
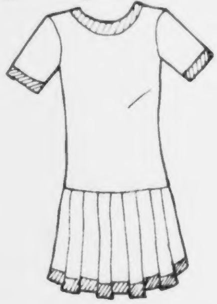
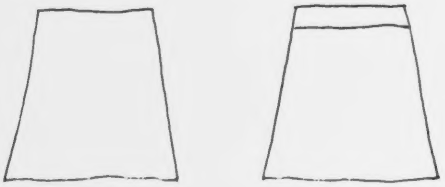
B. Measurement is given for outseam from top of waistband to desired length at floor

C. Measurement is given for inseam from crotch seam to desired length at floor

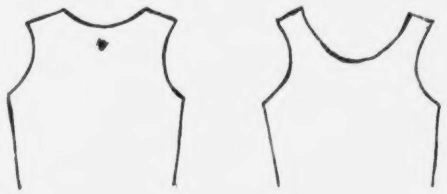
(NOTE: This method is not as accurate as the outseam measurement because the crotch fit varies more from pant to pant than the waist placement.)

INFORMATION SHEET

VIII. Common alteration problems and solutions

PROBLEM	SOLUTION
Collars or cuffs worn or stained	Turn underside of collar or cuff to top-side (NOTE: Check for stays in collar points which often prevent collar from being turned.)
Garment too tight around diaphragm	Change darts to tucks 
Skirt too short	Add band to skirt hem (NOTE: Adding bands elsewhere will help carry through design.)  Add yoke to top of skirt (NOTE: When using this method the skirt should be worn with an overblouse.) 

INFORMATION SHEET

PROBLEM	SOLUTION
Rips and holes	Attach pockets Apply applique Reweave (Job Sheet #18) Change seamline 
Former hemline crease	Sew decorative stitching, ribbon, or tape over crease (NOTE: White vinegar and a hot iron on the crease may remove former hemline crease.)

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #1--ORGANIZE WORK LOAD

I. Materials and equipment

A. Various garments needing repairs or alteration

B. Table or other work space

C. Iron and ironing board

(NOTE: All equipment, garments, and sewing supplies should be set up close together to allow for a smoother work flow and to save both time and energy.)

II. Procedure

A. Clear off work area enough to drape several separate piles of garments

B. Read tag on garment to determine job needed on garment and date to be finished (Figures 1 and 2)

FIGURE 1

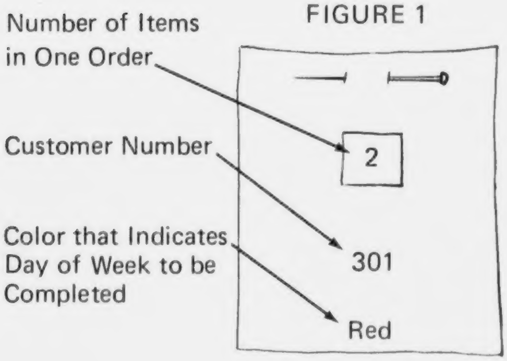
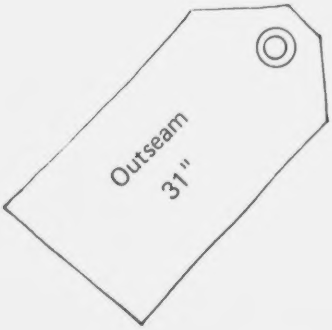

Number of Items in One Order
Customer Number
Color that Indicates Day of Week to be Completed
2
301
Red

FIGURE 2



C. Sort garments into different piles

1. Consider date on tag if work load is heavy and not all adjustments can be made in one day

2. Keep similar needed operations together, such as zipper repair, waist adjustments, and hems

(NOTE: If a garment needs more than one operation, adjust hem first and then complete other adjustment; this may vary, depending upon company policy.)

JOB SHEET #1

3. Place garments in same direction

   Example: Place all collars up
   Place all waistbands up

4. Place garments flat in a neat and orderly manner

D. Within an individual pile sort garments into colors and into piles for hand or machine stitching

(NOTE: This helps prevent excess thread changing on sewing machine.)

E. Do all similar motions and operations at one time as you progress through your work

Example: Turn all garments inside out at one time
Rip all hems at one time
Press all hems at one time

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #2--TAPER SHIRT

I. Materials and equipment

   A. Shirts marked for adjustment

   B. Scissors

   C. Measuring gauge

   D. Pins

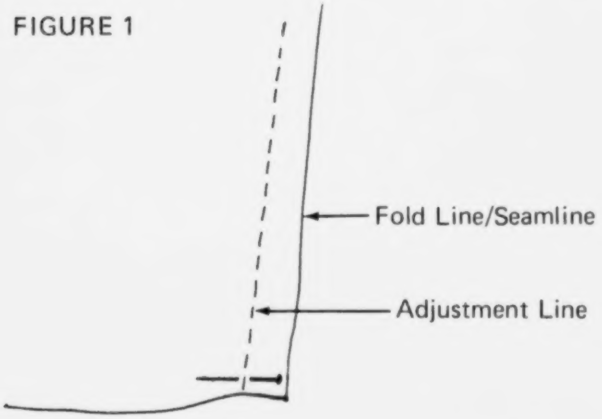
   E. Sewing machine

II. Procedure

   A. Transfer adjustment lines to inside of shirt

   B. With RIGHT sides together pin shirt hem together on adjustment line, having the side seam at the fold (Figure 1)

FIGURE 1

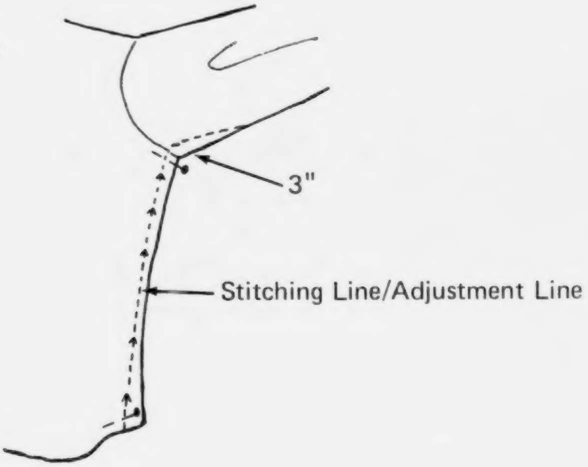


   C. Pin shirt at underarm, matching seams

JOB SHEET #2

D. Begin sewing at the bottom and continue sewing into sleeve for approximately 3" (Figure 2)

FIGURE 2



(NOTE: Stitching should merge into sleeve seam.)

E. Trim seam if necessary

(NOTE: If a close fit is desired, it may be necessary to sew curved or straight darts in the back of the shirt.)

F. Finish seam if necessary

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #3--SHORTEN LONG SHIRT SLEEVES AT CUFF AREA

(NOTE: In this job sheet you work with shortening the sleeve from the cuff. Some prefer to shorten the sleeve from the top of the sleeve. If this is done, check to be sure the sleeve is not tapered.)

I. Materials and equipment

  A. Shirts marked for sleeve adjustment

  B. Seam ripper

  C. Measuring gauge

  D. Pins

  E. Straightedge

  F. Scissors

  G. Chalk

  H. Sewing machine

II. Procedure

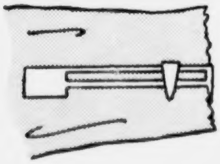
  A. Remove stitches that hold cuff to shirt sleeve

  (NOTE: It is best to do one cuff at a time so that you do not sew the wrong cuff on a sleeve and so that you have reference to how the cuff was put on.)

  B. From raw edge of sleeve, measure amount that needs to be shortened (Figure 1)

  (NOTE: If you measure from the raw edge, this allows same amount of seam allowance used initially.)

FIGURE 1

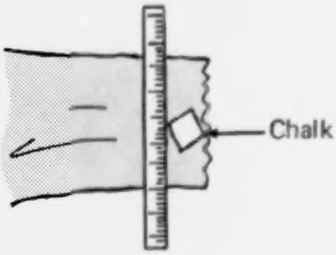


JOB SHEET #3

C. Lay shirt sleeve flat and mark cutting line (Figure 2)

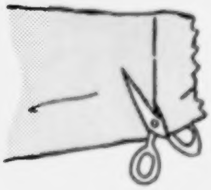
(NOTE: If sleeves are shortened a great deal and interfere with placket function or appearance, it may be necessary to move placket up.)

FIGURE 2



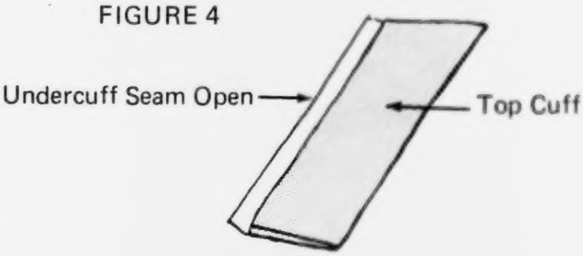
D. Cut along chalked line (Figure 3)

FIGURE 3



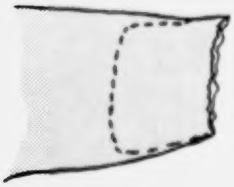
E. Flatten undercuff seam open with fingers (Figure 4)

FIGURE 4



F. Place underside of cuff to inside of sleeve, making sure that placement is correct (Figure 5)

FIGURE 5



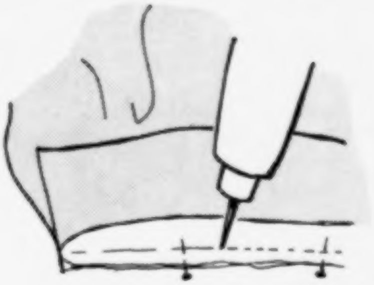
JOB SHEET #3

G. Pin cuff in place, matching edges and placing tucks and gathers as necessary or as they were before

(NOTE: It may be necessary to add tucks or gathers or to make adjustments in the seamline so the cuff will fit the sleeve properly. If this procedure is necessary, tucks or gathers should be added near the button and/or buttonhole. The tucks should fold toward the outside.)

H. Sew along cuff crease made from former seamline (Figure 6)

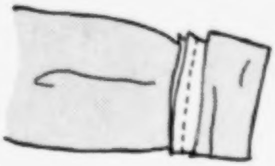
FIGURE 6



I. Remove pins

J. Pull cuff out flat with shirt (Figure 7)

FIGURE 7



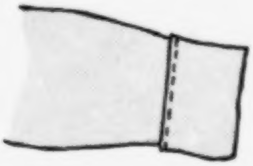
K. Tuck seam into cuff area

L. Pull top cuff over seams

M. Sew through top cuff close to edge, closing cuff (Figure 8)

(CAUTION: Be sure to mark cuff that was shortened so that you don't shorten the same one again by mistake.)

FIGURE 8



(NOTE: Some people skip steps E through J, tucking the sleeve seam into the cuff and sewing through all thicknesses with one row of stitching. However, this method takes more precision.)

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #4--SHORTEN LONG SLEEVES TO SHORT SLEEVES

(NOTE: This job sheet includes the procedure for shortening long sleeves which are hemmed regularly and the procedure for shortening long sleeves which are hemmed with a mock cuff.)

I. Materials and equipment

  A. Shirts needing alteration

  B. Ruler

  C. Measuring gauge

  D. Scissors

  E. Chalk

  F. Sewing machine

  G. Pins

II. Procedure to shorten and hem regularly

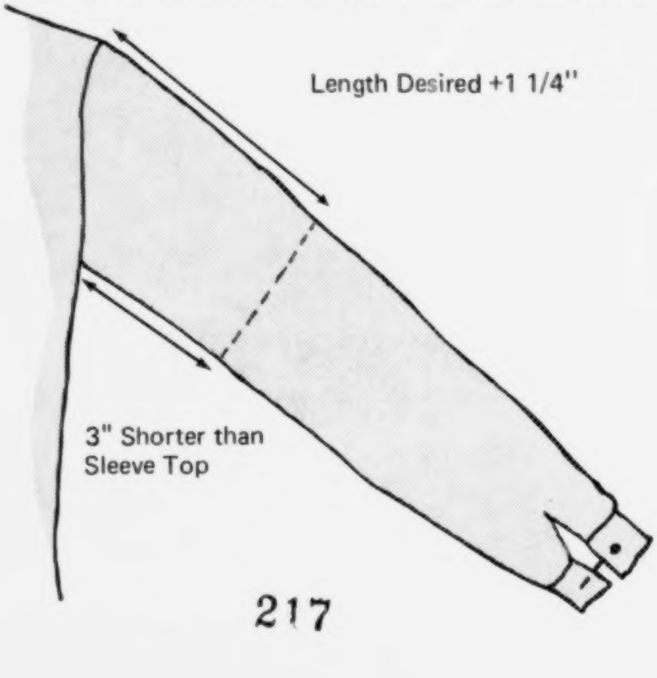
  A. Measure the length desired plus 1 1/4" for hem (Figure 1)

  (NOTE: The average short sleeve measures 10".)

  B. Measure the underarm seam 3" shorter than the top of the sleeve (Figure 1)

  C. Draw a line across the sleeve connecting these two measurements (Figure 1)

FIGURE 1



JOB SHEET #4

D. Cut sleeve along this line

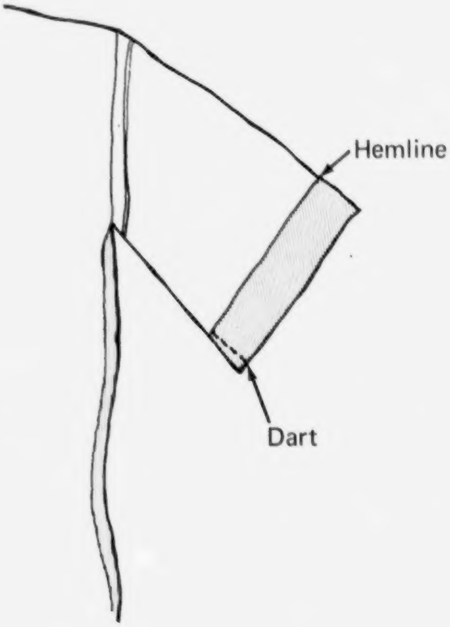
E. Turn sleeve under 1 1/4"

F. Turn raw edge under 1/4"

G. Stitch hem in place through all layers

(NOTE: Any fullness should be worked in at the seam. If fullness exceeds 1/4", machine stitch a dart at the hemline before stitching hem in place. See Figure 2.)

FIGURE 2



H. Press hem

III. Procedure to shorten and hem with a mock cuff

A. Measure the length desired plus 1 1/2" for mock cuff (Figure 3)

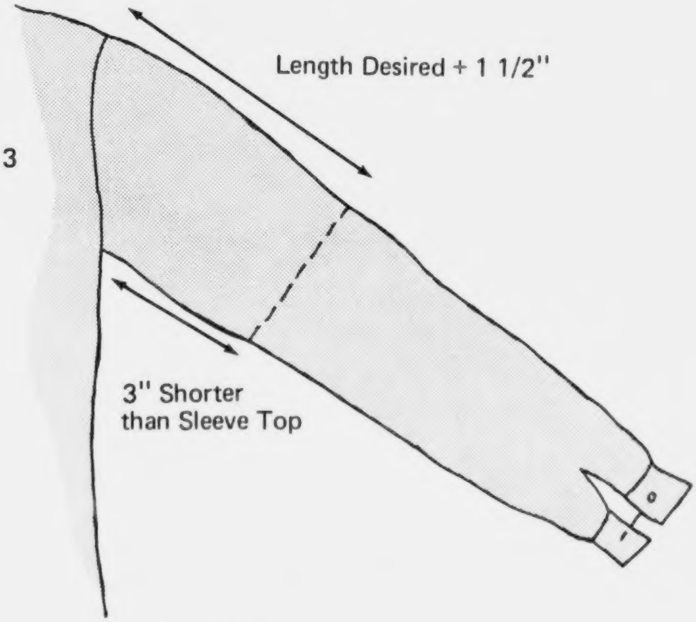
(NOTE: The average short sleeve measures 10".)

B. Measure the underarm seam 3" shorter than top of sleeve (Figure 3)

JOB SHEET #4

C. Draw a line across sleeve, connecting these two measurements (Figure 3)

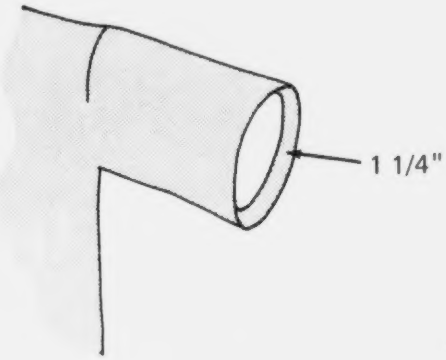
FIGURE 3


Length Desired + 1 1/2"
3" Shorter than Sleeve Top

D. Cut sleeve along this line

E. Turn sleeve hem edge under 1 1/4" (Figure 4)

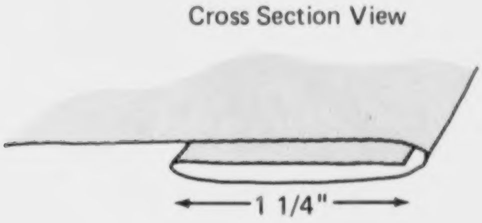
FIGURE 4



JOB SHEET #4

F. Turn sleeve hem edge under an additional 1 1/4" (Figure 5)

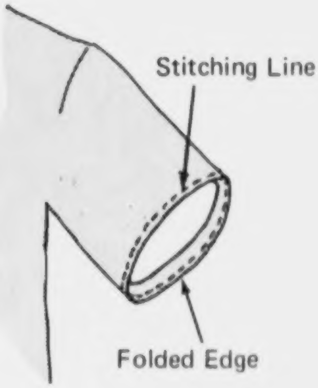
FIGURE 5


Cross Section View
1 1/4"

G. Stitch 1/4" from bottom folded edge (Figure 6)

(NOTE: Check to make sure that the raw edge is caught in this stitching.)

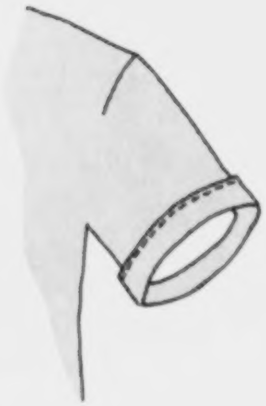
FIGURE 6


Stitching Line
Folded Edge

JOB SHEET #4

H. Turn to right side by pulling cuff down from inside of sleeve (Figure 7)

FIGURE 7



I. Press

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #5--PREPARE PANTS FOR HEMMING

I. Materials and equipment

A. Seam ripper

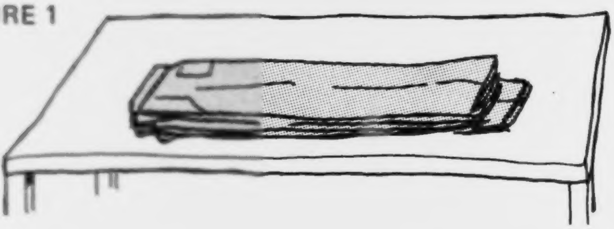
B. Steam press or steam iron

C. Work table

II. Procedure

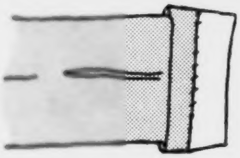
A. Move stack of pants to area where it is easy to work on hems (Figure 1)

FIGURE 1



B. Turn pant leg so that hem is visible (Figure 2)

FIGURE 2



C. Find end of hem stitch thread (usually near a loose loop) and pull until total hem is undone

(NOTE: You may need tip of seam ripper to help locate end of thread.)

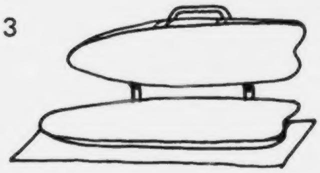
D. Proceed to ravel all needed hems

(CAUTION: All pant hems may not need to be undone if you are working with customers who have one leg shorter than the other.)

JOB SHEET #5

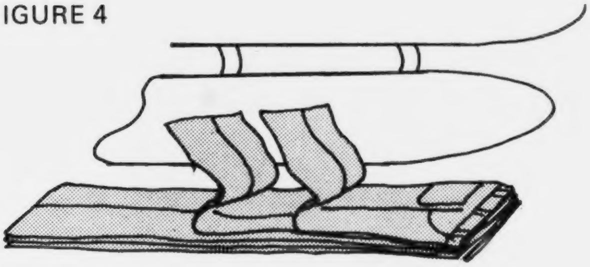
E. Carefully move stack of pants to the pressing machine (Figure 3)

FIGURE 3



F. Press hemmed edges flat without removing pants from stack (Figure 4)

FIGURE 4



G. Move pressed stack of pants back to cleared work area

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #6--MARK PANT HEMS

I. Materials and equipment

   A. Unraveled, pressed pant hems

   B. Chalk

   C. Ruler

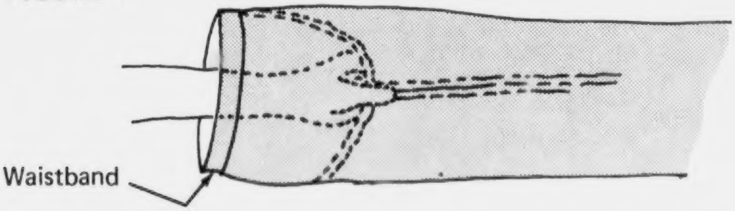
   D. Scissors

II. Procedure for marking

   A. Place stack of pants on hard surfaced work table

   B. Hold crotch seam from inside (Figure 1)

FIGURE 1



   C. Pull on each leg inseam while holding crotch seam

   D. Pat legs flat while holding crotch seam

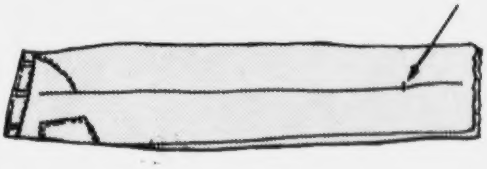
   (NOTE: Holding on crotch seam helps determine if legs are cut the same length.)

   E. Release hold from crotch seam

   F. Indicate pant length using chalk mark on the outseam facing up (Figure 2)

   (NOTE: Pant length is determined by inseam or outseam measurement or by pins used for marking.)

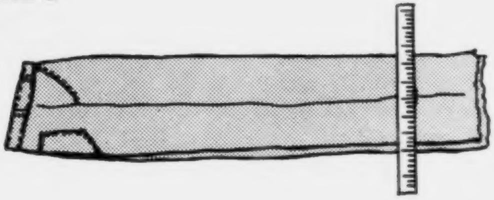
FIGURE 2



JOB SHEET #6

G. Place ruler across pant leg with edge along marking (Figure 3)

FIGURE 3



H. Hold ruler very firmly on pants

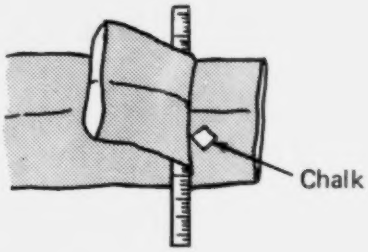
I. Mark pants along ruler edge

J. Lift top pant leg

K. Mark inside seams (Figure 4)

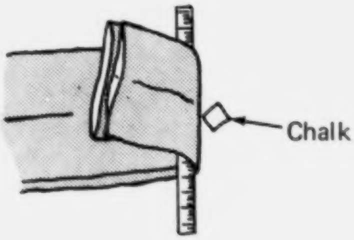
(NOTE: Chalk will mark both sides at the same time.)

FIGURE 4



L. Lift both pant legs and mark other outseam (Figure 5)

FIGURE 5



M. Measure down 2 1/2" - 3" from chalked line

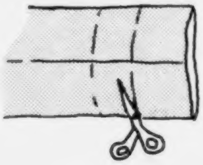
N. Mark as you did the first lines

JOB SHEET #6

O. Cut off fabric from one leg at a time at this line (Figure 6)

(NOTE: This hem depth allows for mistakes.)

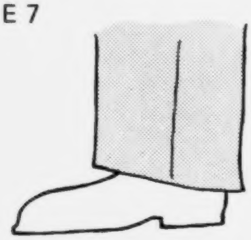
FIGURE 6



III. Procedure for marking angled hems (Figure 7)

(NOTE: This method of hemming is a current style.)

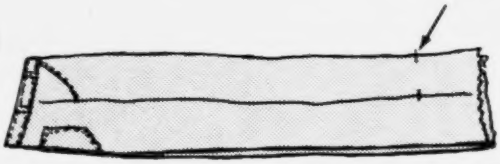
FIGURE 7



A. Indicate pant length using chalk mark on outseam facing up

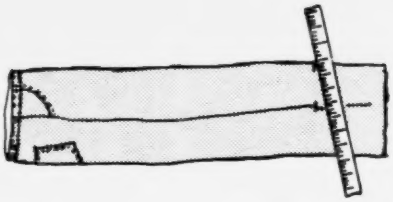
B. Mark a short line straight across on front seam (Figure 8)

FIGURE 8



C. Leaving end of ruler at front fold marking, pivot ruler down so that hem on back will be estimated 1/2" - 3/4" lower than front (Figure 9)

FIGURE 9



JOB SHEET #6

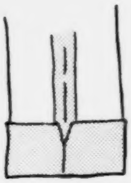
D. Draw line from front fold marking to back fold

E. Place ruler on other side of chalked line and mark other lines as in "Procedure for Marking" steps F through K

F. Mark hem depth as in "Procedure for Marking" steps L through N

(NOTE: While sewing, it may be necessary to undo inseam slightly to avoid pulling on back hem. If this is done, it may be necessary to press a dart in the center front to absorb the split. See Figure 10. If hem is fuller than garment, the excess can be eased into the available space, or a dart can be sewn at the front and/or back fold[s] to take up excess fabric.)

FIGURE 10



IV. Procedure for marking cuffs on pants

(NOTE: Cuffs can be sewn on the slant but usually are sewn straight across.)

A. Indicate pant length using short chalk mark on the outseam facing up (Figure 11, Point A)

B. Mark on outseam 2" down from pant length mark (Figure 11, Point B)

C. Mark on outseam 2" from this line (Figure 11, Point C)

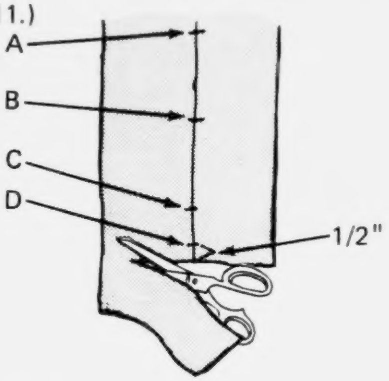
D. Mark on outseam 1" from last line (Figure 11, Point D)

E. Extend points B, C, and D across pant leg with ruler and chalk as indicated in "Procedure for Marking" steps F through K

F. Cut off pant leg leaving about 1/2" from last marked line

(NOTE: See Figure 11.)

FIGURE 11



JOB SHEET #6

V. Procedure for marking hems which allow for additional length

(NOTE: This method is used for growing children.)

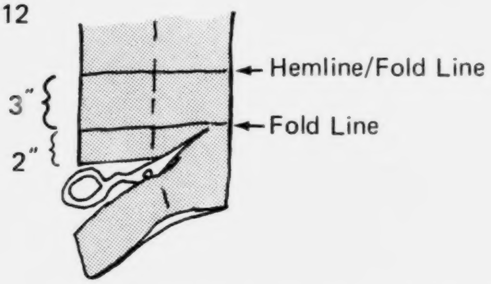
A. Indicate pant length using short chalk mark on outseam facing up

B. Make another mark on outseam 3" down from hemline which indicates hem depth

C. Extend these points to lines as indicated in "Procedure for Marking" steps F through K

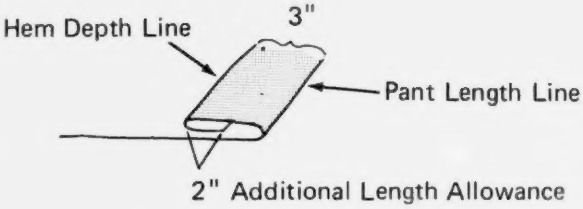
D. Cut off each pant leg, leaving about 2" from last marked line (Figure 12)

FIGURE 12


Hemline/Fold Line
Fold Line
3"
2"

(NOTE: When actually hemming pants, you will fold twice and then hem. See Figure 13.)

FIGURE 13


Hem Depth Line
3"
Pant Length Line
2" Additional Length Allowance

Cross Section View

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #7--HEM PANTS

(NOTE: Depending on type of fabric and/or customer's wishes, pants may need to be stitched by hand.)

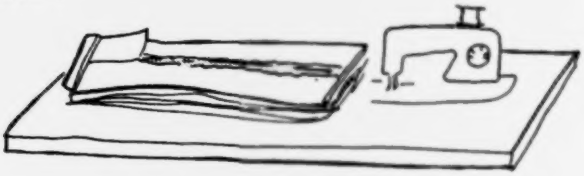
I. Materials and equipment

- A. Pants marked for hemming
- B. Straight stitch sewing machine
- C. Blind stitch machine

II. Procedure

- A. Turn all pant legs inside out, stacking them neatly
- B. Carry stack of pants to sewing machine
- C. Position stack with leg ends near machine (Figure 1)

FIGURE 1



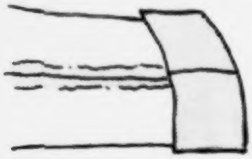
- D. Hem pants

  (NOTE: Some fabrics are too sensitive to be hemmed on the machine; the stitching shows too much. These garments will need to be hemmed by hand.)

  1. Hem with single layer of fabric

     a. Fold hem up along fold line (Figure 2)

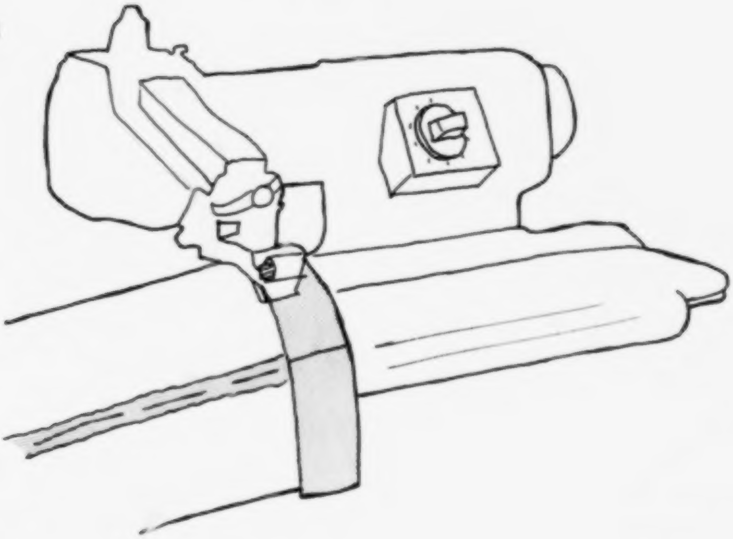
FIGURE 2



JOB SHEET #7

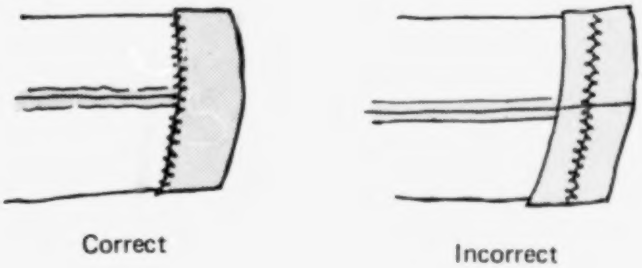
b. Slip hem up around blind stitch machine bed (Figure 3)

FIGURE 3



c. Position hem so that needle of machine falls into hem, close to cut edge (Figure 4)

FIGURE 4


Correct

Incorrect

d. Activate machine and hem about 4" of the pant leg

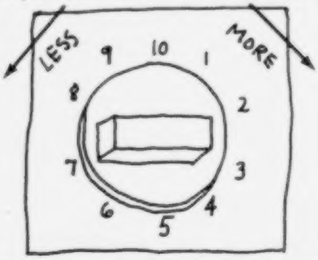
e. Look at the stitching from the right side of the garment to make sure that stitching catches and that stitches are not too deep

(NOTE: Do not remove garment from machine to check stitching.)

JOB SHEET #7

f. Adjust hem depth on machine if needed (Figure 5)

FIGURE 5



g. Sew total distance of hem, overlapping about 1" over beginning stitches

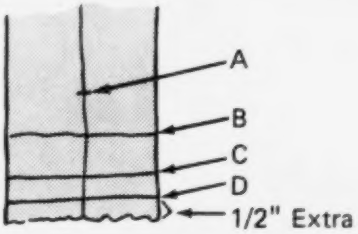
(NOTE: When sewing heavy fabrics, such as some denims, it may be necessary to sew over the inseam and outseam by hand to prevent the blind stitch needle from breaking.)

2. Hem with cuffs

a. Fold hem to inside along line "B" (Figure 6)

(NOTE: Pants are shown right side out to illustrate marking. Point "A" is the actual length of the pants.)

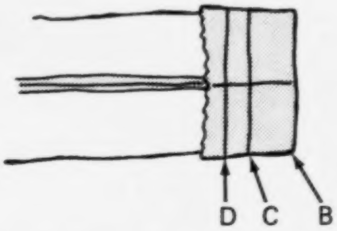
FIGURE 6



b. Turn pants inside out

c. Sew along line "D," using a regular machine or a blind stitch machine (Figure 7)

FIGURE 7



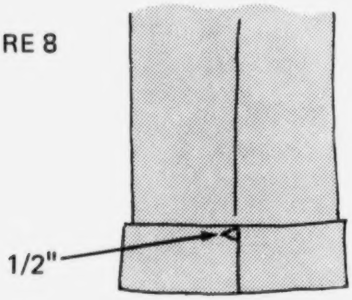
d. Fold cuff up with bottom edge along line "C" (Figure 7)

JOB SHEET #7

e. Stitch in the ditch along each seamline of cuff from the top of cuff down 1/2", using regular stitch (Figure 8)

   (NOTE: This will secure the cuff.)

FIGURE 8



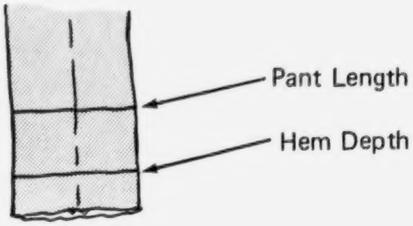
3. Hem with double layer of fabric

   (NOTE: This method is used for growing children. The additional fold beyond the hem depth allows length for later use.)

   a. Turn hem to inside along the hem depth line (Figure 9)

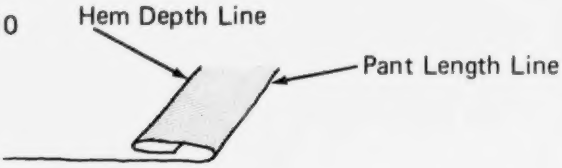
      (NOTE: Pants are shown right side out to illustrate markings.)

FIGURE 9



   b. Turn hem to inside once again along pant length line (Figure 10)

FIGURE 10

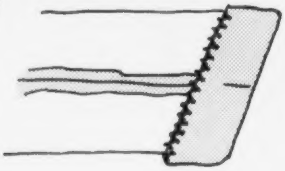


Cross Section View

JOB SHEET #7

c. Blind stitch along fold line (Figure 11)

FIGURE 11



E. Turn all hemmed pants right side out

F. Deliver pants to presser

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #8--LENGTHEN HEM USING FACING

(NOTE: This method is used for lengthing garments that do not have adequate fabric length for a hem.)

I. Materials and equipment

   A. Garments to be lengthened

   B. Commercial hem facing

   C. Pins

   D. Threaded sewing machine

   E. Blind stitch machine

   F. Iron

II. Procedure

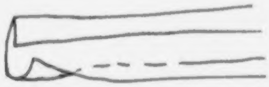
   A. Remove stitches from hem

   B. Steam press to remove crease from hem

   C. Mark new length of garment, allowing at least 1/2" seam allowance on bottom

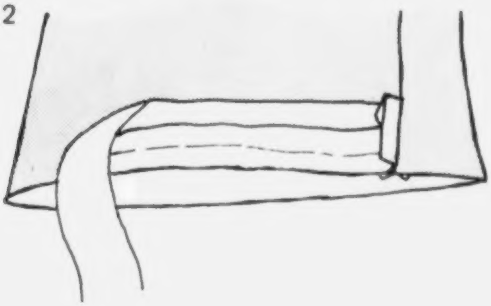
   D. Unfold one edge of commercial facing (Figure 1)

FIGURE 1



   E. Place unfolded edge of facing along hem edge, right sides together, turning end in about 1/4" at inseam (Figure 2)

FIGURE 2



JOB SHEET #8

F. Pin facing in place at side seam

G. Machine stitch 3/8" from edge or follow opened crease of facing, positioning garment and facing as you sew (Figure 3)

(NOTE: Some prefer to leave crease flat on facing and sew close to edge. See Figure 4.)

FIGURE 3

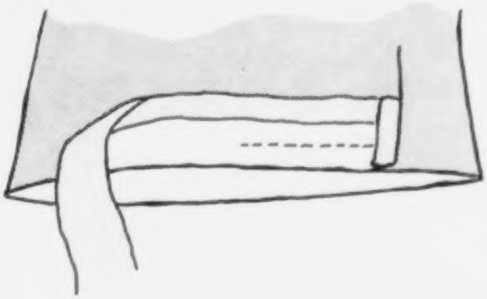
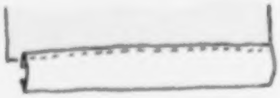


FIGURE 4



H. Lap cut edge over fold at seam to finish stitching on facing

I. Stitch hem with blind stitch machine or by hand

J. Final press garment or deliver garment to presser

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #9--ADJUST BACK WAIST ON PANTS

I. Materials and equipment

- A. Pants needing waist adjustment

  (NOTE: These are usually tagged and marked with chalk.)

- B. Seam ripper
- C. Sewing machine
- D. Thread to match pants
- E. Pins

II. Procedure for undoing waist

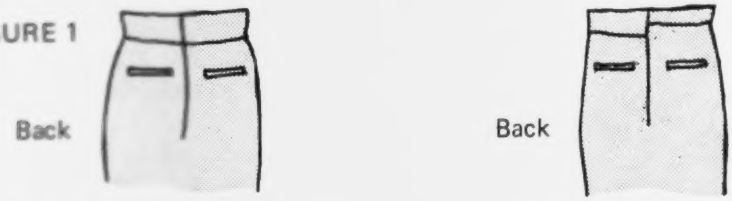
(CAUTION: Do not rip back seam before completing alteration!)

- A. Turn all pants inside out
- B. Remove back belt loop (if there is one) from the first pair of pants and place in pocket

  (NOTE: Some pant companies do not bother to sew the back loop on and just include it in the pocket.)

- C. Rip tacking that holds waist facing down in the center back
- D. Unfold waist facing up from waistband
- E. Check marking on pants to determine if pants are to be taken in or let out
- F. Pin at pant/waistband intersection, matching seams (Figure 1)

FIGURE 1



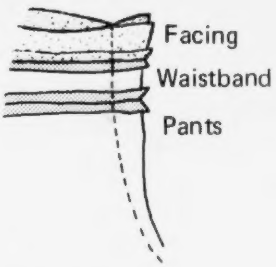
Finished back waistband intersection that has been matched

Finished back waistband intersection that has not been matched

JOB SHEET #9

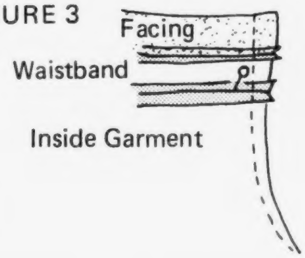
1. Working from the inside of the garment, place right sides together so that the back seam lies flat (Figure 2)

FIGURE 2


Facing
Waistband
Pants

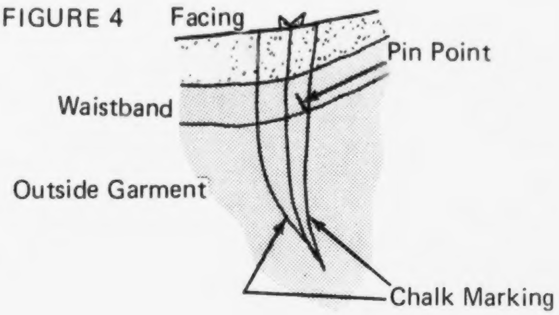
2. Stick pin straight through seamline that joins waistband and pants, along adjustment marking (Figure 3)

FIGURE 3


Facing
Waistband
Inside Garment

(NOTE: Marking is on outside of garment and you are working on inside of garment. You must check if the pin is going through the adjustment marking by looking on the right side of the garment. See Figure 4.)

FIGURE 4


Facing
Pin Point
Waistband
Outside Garment
Chalk Marking

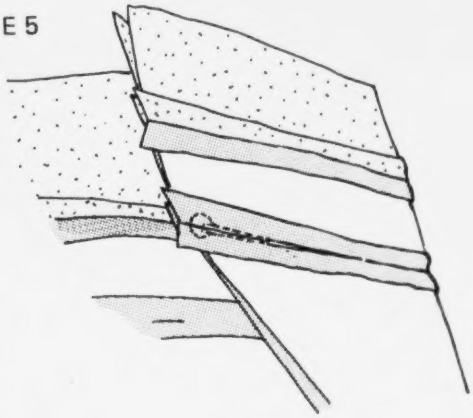
(NOTE: Some prefer to transfer outside markings to inside by following outside markings with pins and following pins with chalk on the inside.)

3. Continue pushing pin through other layer of garment through its seamline and along chalked marking

JOB SHEET #9

4. From underneath, follow pin along seamline (Figure 5)

FIGURE 5



5. Stick pin through seamline from underneath

6. Push pin through top seamline (Figures 6 and 7)

FIGURE 6

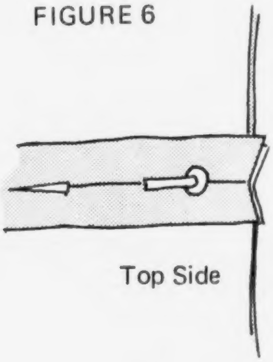
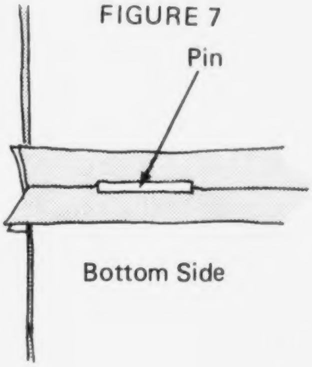


FIGURE 7



(NOTE: This method of pinning assures that seam is held in place and that it matches.)

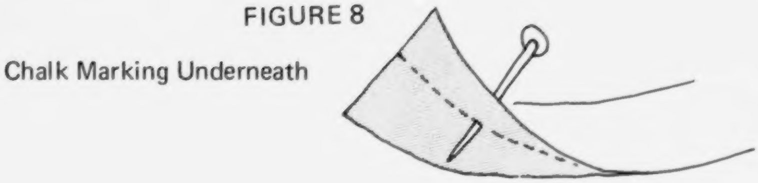
JOB SHEET #9

G. Pin occasionally along remaining adjustment line, matching markings on both sides

1. Push pin straight through marking on first layer

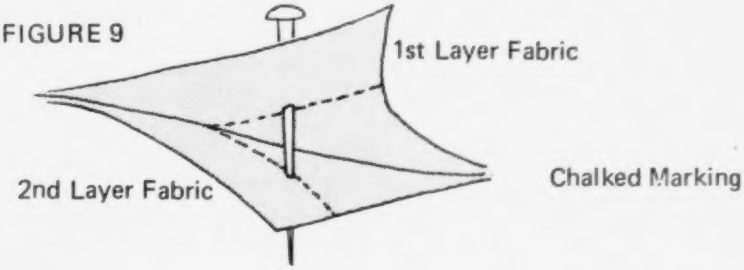
   (NOTE: Again you must check that the pin is going through marking made on outside of garment. See Figure 8.)

FIGURE 8


Chalk Marking Underneath

2. Pin straight through marking on second layer (Figure 9)

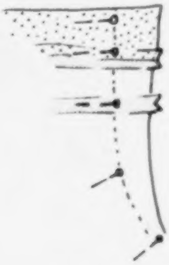
FIGURE 9


1st Layer Fabric
Chalked Marking
2nd Layer Fabric

3. Lay pin over

4. Push point through both layers of fabric (Figure 10)

FIGURE 10

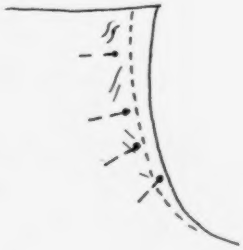


JOB SHEET #9

H. Pin if seam does not lie flat (Figure 11)

(NOTE: It may be necessary to deviate slightly from the chalked line.)

FIGURE 11



III. Procedure for resewing back waist (option 1)

(NOTE: Anytime you alter a garment it is best to reconstruct it using the same method that was originally used.)

A. Sew from crotch seam up through waistband facing, following where pins first enter fabric for guide (Figures 12, 13, and 14)

(NOTE: Where new and former seams merge is determined by marking on right side of garment which is done during customer fitting.)

FIGURE 12

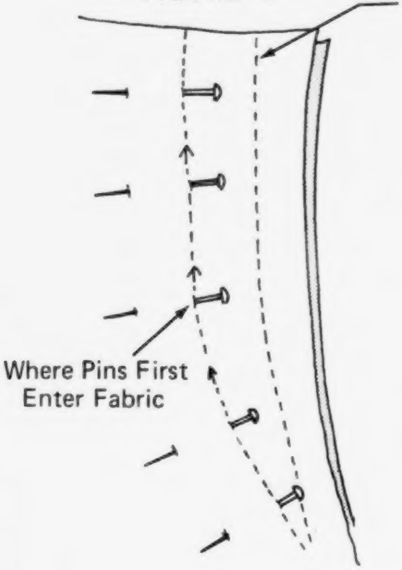
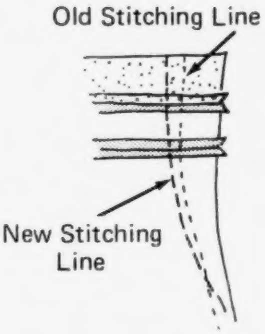
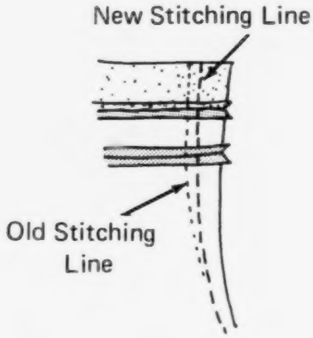

Old Sewing Line
Where Pins First Enter Fabric

FIGURE 13


Old Stitching Line
New Stitching Line

MAKE WAIST SMALLER

FIGURE 14


New Stitching Line
Old Stitching Line

MAKE WAIST LARGER

JOB SHEET #9

B. Remove former stitching line from point where sewing lines merged to top of facing

C. Finger press new seam open

D. If width of facing seam is more than 3/4" wide, pull corners of facing to seamline and tack into place (Figures 15 and 16)

FIGURE 15

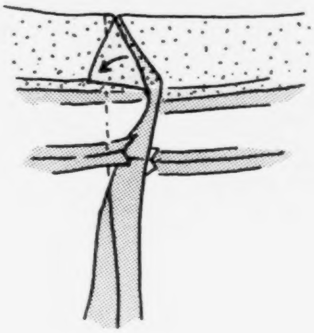
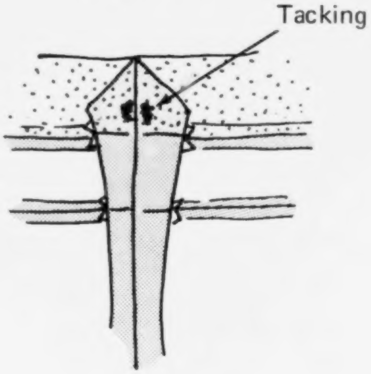


FIGURE 16



(CAUTION: Do not trim seam. If person gains weight pants can be adjusted again.)

E. Fold facing to its original position over waistband

F. Stitch facing down to waistband by stitching in the ditch vertically through center back seam

G. Sew belt loop back on to center back seam following method used to sew other belt loops onto pants

IV. Procedure for resewing backwaist (option 2)

A. Sew from crotch seam up to facing following where pins first enter fabric as a guide

B. Backstitch at facing edge

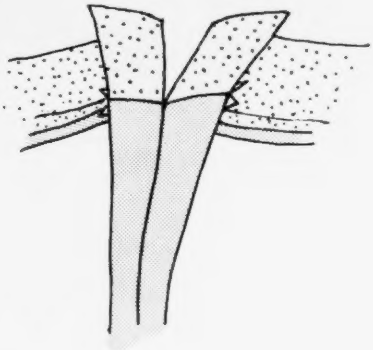
(NOTE: Do not stitch or backstitch on facing.)

C. Remove former row of stitching from point where sewing lines merged to top of facing

JOB SHEET #9

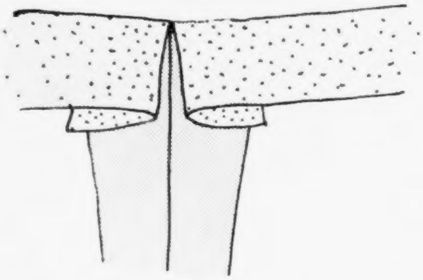
D. Finger press seam open (Figure 17)

FIGURE 17



E. Fold facing down (Figure 18)

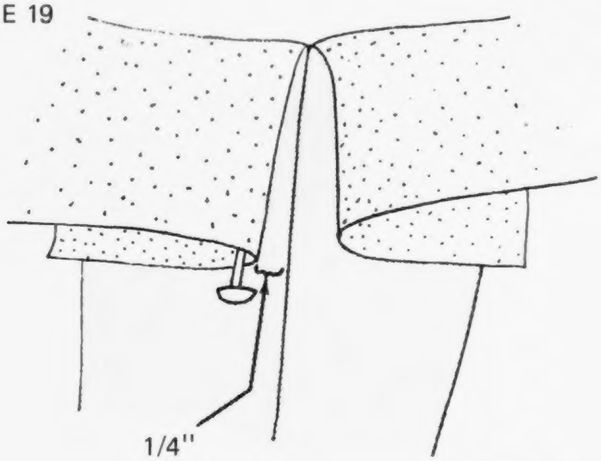
FIGURE 18



F. Pin inside edge of fold of facing to seam allowance about 1/4" from seam (Figure 19)

(CAUTION: Do not catch outside fabric of pants on pin.)

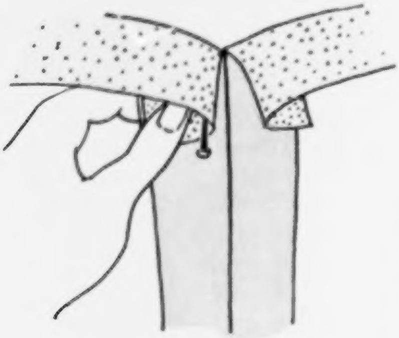
FIGURE 19



JOB SHEET #9

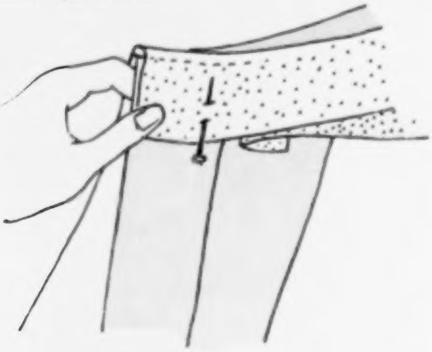
G. Hold facing and seam allowance together between thumb and forefinger (Figure 20)

FIGURE 20



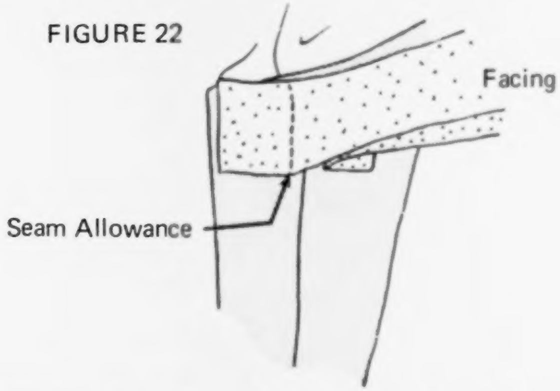
H. Pull pants and top facing away, exposing just the two layers: seam allowance and facing end (Figure 21)

FIGURE 21



I. Sew facing and seam allowance together using the placement of the pin as a sewing line guide (Figure 22)

FIGURE 22

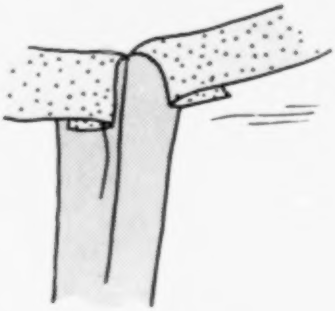


(CAUTION: Be sure not to sew any other layers of fabric together, just the seam allowance and the waist facing.)

JOB SHEET #9

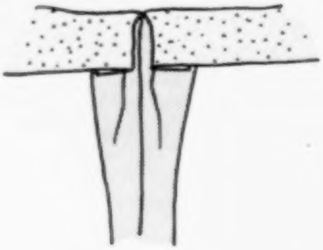
J. Return facing and pant to original position (Figure 23)

FIGURE 23



K. Sew other side of facing end to seam allowance in the same manner (Figure 24)

FIGURE 24



ALTERATION OF READY-MADE CLOTHING
UNIT V

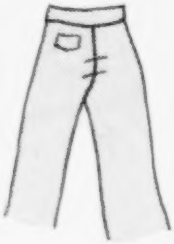
JOB SHEET #10--SHORTEN CROTCH OF PANTS

(NOTE: This procedure is used for both men's and women's clothing.)

I. Materials and equipment

   A. Pants marked for shortened crotch (Figure 1)

FIGURE 1



   B. Seam ripper

   C. Measuring gauge

   D. Chalk

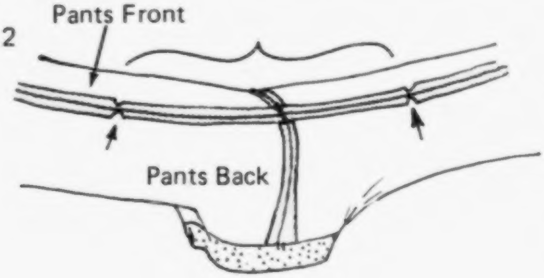
   E. Sewing machine

II. Procedure

   A. Measure the distances between the two adjustment lines on the seat of the pants

   B. Undo inside seam of each leg from notch to crotch (Figure 2)

FIGURE 2

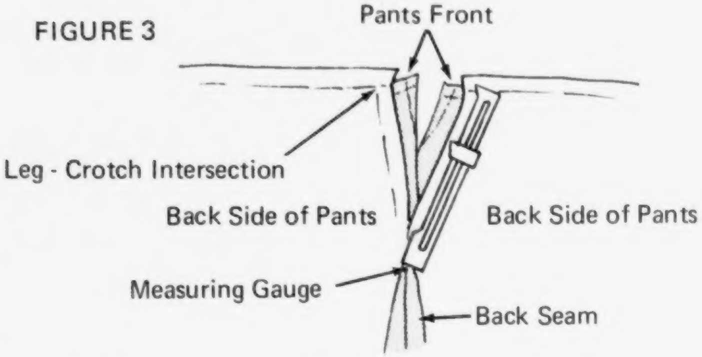


   C. Undo the seat seam a few inches

JOB SHEET #10

D. Take measurement from Step A and apply it into the seat area of the pants from the leg/crotch seam intersection (Figure 3)

FIGURE 3


Pants Front
Leg - Crotch Intersection
Back Side of Pants
Back Side of Pants
Measuring Gauge
Back Seam

E. Mark measurement with chalk

F. Place chalk marking along former seamline of pants crotch front and pin (Figures 4 and 5)

FIGURE 4

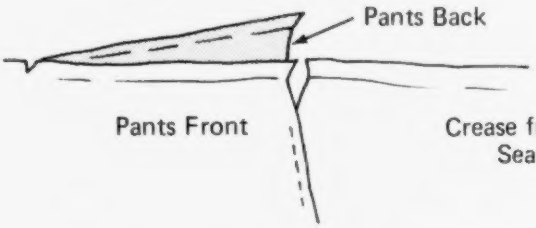
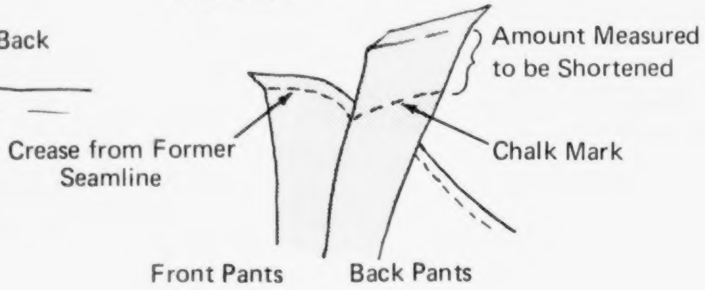

Pants Back
Pants Front

FIGURE 5


Amount Measured to be Shortened
Crease from Former Seamline
Chalk Mark
Front Pants
Back Pants

G. Sew from notch to crotch

H. Do the other leg using the same procedure

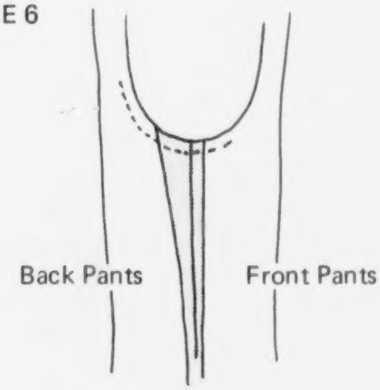
I. Trim the seam allowance if it is excessive

(CAUTION: Do not trim too close in case alteration needs additional adjustments.)

JOB SHEET #10

J. Sew from seat through crotch (Figure 6)

FIGURE 6


Back Pants
Front Pants

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #11--TAPER PANT LEG

(NOTE: This job sheet includes procedures for tapering pant legs to the ankle and to the knee. Pant leg tapering will vary according to current style or desired appearance.)

I. Materials and equipment

  A. Pants marked for tapering

  (NOTE: Pin fit on customer, beginning on outside of leg at hip line. Pin on inside of leg, beginning at knee. EQUAL amounts of alteration should be taken from inseams and outseams from knee to ankle.)

  B. Sewing machine

  C. Thread of matching color

  D. Tailor's chalk

  E. Yardstick

II. Procedure for tapering to the ankle

  (NOTE: This procedure will produce a straight-legged pant.)

  A. Remove hem

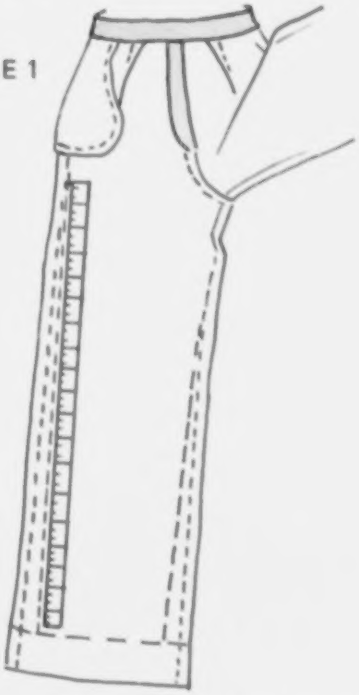
  B. Transfer alteration markings to the inside using chalk (Figure 1)

  C. Flatten area out between hip line and bottom of pant (Figure 1)

JOB SHEET #11

D. Draw taper lines to the hemline to provide an easy and accurate stitching line (Figure 1)

FIGURE 1



E. Mark the new seamline between the hemline and cut edge

(NOTE: The hem seam allowance is marked separately to ensure a smooth unpuckered hem. This step is accomplished by removing seamline in hem allowance and folding the hem allowance up with wrong sides together, marking the cut edge at the point of the new seam width. See Figure 2. The hem is next unfolded and the new seamline marked. See Figure 3.)

FIGURE 2

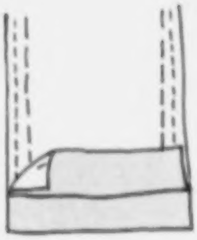
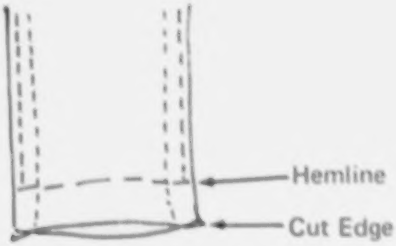


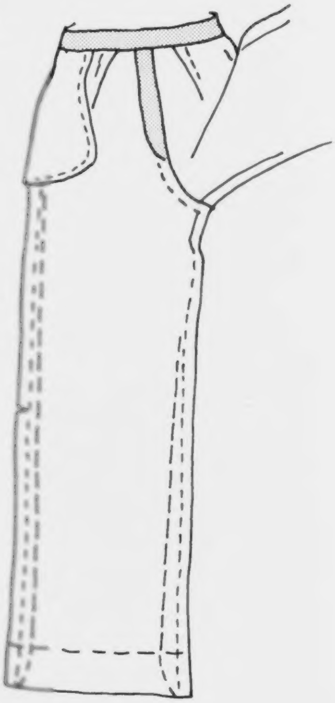
FIGURE 3



JOB SHEET #11

F. Stitch taper lines of outseams and inseams beginning at bottom of leg and merging into original seamlines (Figure 4)

FIGURE 4



G. Remove thread from former stitching lines

(CAUTION: Do not trim seams unless you need to make them even or unless they are extreme. It is common for alterations to be taken out later.)

H. Press seams open

I. Hem

J. Press in new crease lines and hem

III. Procedure for tapering to the knee

(NOTE: This procedure will produce a flair-legged pant.)

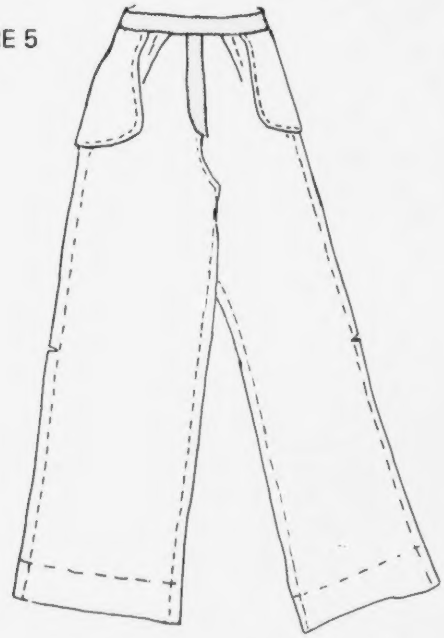
A. Turn pants inside out

B. With chalk, transfer markings from the outside of the pants to the inside

JOB SHEET #11

C. Locate notch on outseam around knee area (clipped in) (Figure 5)

FIGURE 5



D. Flatten area out between side pocket and notch at knee

E. Set needle into outseam just below notched area at knee, inside the seam allowance

(NOTE: See Figure 5.)

F. Sew, gradually merging from seam, following chalked markings

G. Follow chalked marking and then merge into the outseam just below the side pockets

H. Remove work from machine

I. Sew other outseam of pants in an identical manner unless instructed otherwise

J. Locate notch on inseam around knee area

K. Flatten area out between inseam and notch

L. Set needle in inseam near notched area at knee

M. Sew, gradually merging out, following chalked markings

N. Continue sewing, gradually merging in to inseam near crotch seam

JOB SHEET #11

O. Sew other side of inseam in the same manner unless otherwise instructed

P. Remove thread from former stitching line

Q. Press all seams open

(CAUTION: Do not trim seams. It is common for alterations to be taken out later.)

R. Press back crease out from waist to knee

(NOTE: Because of adjustment a new back crease will be made by presser.)

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #12--ADJUST WIDTH OF VEST

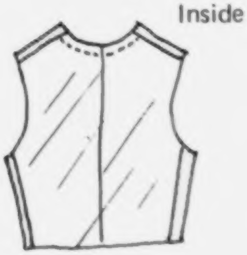
I. Materials and equipment

- A. Seam ripper
- B. Vests marked for adjustment
- C. Sewing machine
- D. Thread
- E. Measuring gauge

II. Procedure

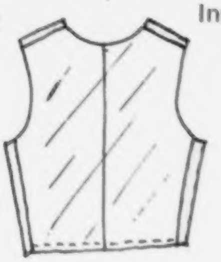
- A. Open vest from back lining about 5"
  1. Open at back where stitching is visible (Figure 1)

FIGURE 1



  2. Open at back waist line where stitching is visible (Figure 2)

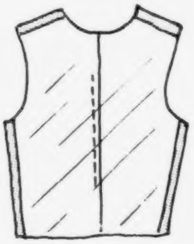
FIGURE 2



JOB SHEET #12

3. Open at center seam if stitching is visible or when you cannot tell where vest was closed as in Figures 1 and 2 (Figure 3)

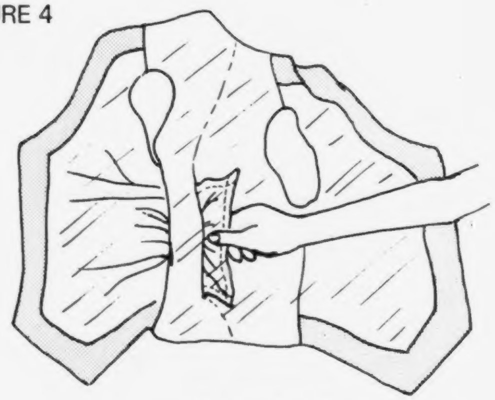
FIGURE 3



B. Note adjustments needed

C. Reach hand into vest and pull side seam into view (Figure 4)

FIGURE 4



Opened at Center Seam

D. Mark needed adjustment on vest side seam with chalk

(NOTE: Be aware of pockets and detail and their possible interference.)

E. Sew along markings, backstitching at ends and holding seam area flat

(NOTE: If letting vest out, be sure that the seam allowance of all layers of fabric involved are wide enough.)

F. Sew other side seam the same way

G. Turn vest right side out

JOB SHEET #12

H. Check to see that all vest details are symmetrical

(NOTE: Sometimes details are not symmetrical because of the industry where they were constructed.)

I. Sew opening closed by machine or hand

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #13--ADJUST WIDTH OF LINED JACKET

I. Materials and equipment

A. Jackets marked for width adjustment

B. Seam ripper

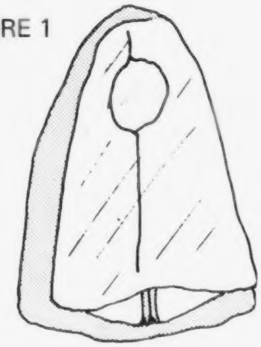
C. Measuring gauge

II. Procedure

A. Turn jacket inside out

B. Open jacket at side seam hem, separating lining from jacket (Figure 1)

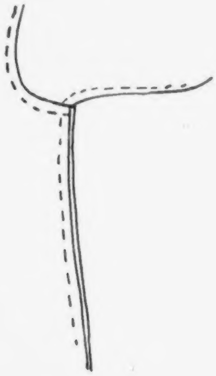
FIGURE 1



C. Turn jacket inside out from opened area to expose jacket underarm seam

D. Flatten seam to original sewn position (Figure 2)

FIGURE 2



JOB SHEET #13

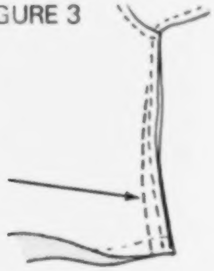
E. Mark jacket the width requested on tag or marked on side seams

(NOTE: Remember to divide total jacket adjustment by one-fourth for seam allowance needed and to apply measurements from stitching line.)

F. Set needle into side seam just below sleeve

G. Sew, gradually merging from underarm to width indicated by markings, sewing through the hem (Figure 3)

FIGURE 3



H. Sew side seams of lining in the same manner

I. Remove former stitching line from jacket but not from lining; do not trim seams

J. Press jacket seam open

K. Resew hem through lining, catching jacket underneath (Figures 4 and 5)

FIGURE 4

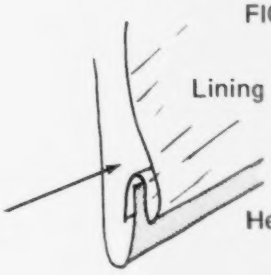
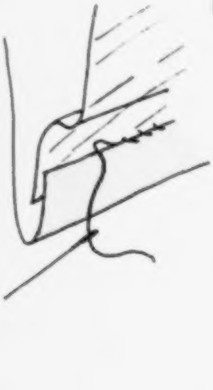


FIGURE 5



Cross Section View

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #14--ADJUST JACKET SLEEVE LENGTH

(NOTE: If jacket sleeve needs to be shortened more than 1 1/2", a different alteration will need to be taken. To shorten more than this amount will result in misshapen sleeves. For example, the elbow will be in wrong area or sleeve will be too large at the bottom.)

I. Materials and equipment

   A. Jackets marked for sleeve adjustment

   B. Seam ripper

II. Procedure

   A. Remove buttons from jacket sleeve

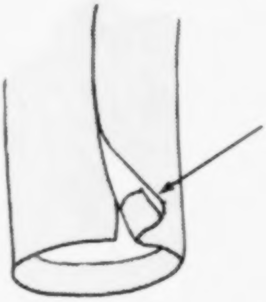
      (NOTE: Notice button placement and spacing. Buttons will be resewn as they were originally.)

   B. Take out hem of sleeve lining

   C. Take out hem on jacket sleeve

   D. Undo stitching that holds hem up along vent opening (Figure 1)

FIGURE 1



   E. To shorten sleeves trim hem to amount sleeves are to be shortened

      (NOTE: This way your hem will be no wider than the first hem.)

JOB SHEET #14

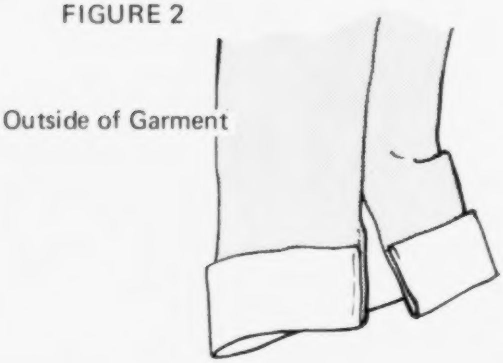
F. To lengthen sleeves add a strip of fabric to bottom of sleeve using excess from pant hem or elsewhere

(NOTE: If jacket has a generous hem, you may not need to do this.)

G. With right sides of fabric together, turn hem up on new hem length, marking on both vent edges (Figure 2)

(NOTE: Be sure to resew in same manner as original work was done, that is, if the corners were mitered in the beginning miter them when adjusting.)

FIGURE 2



H. Sew hem and vent edge together, following crease from former seamline

I. Turn corners right side out with hem to the inside

(CAUTION: Do not trim corners off before turning.)

J. Pin hem in place

K. Tack at seam or stitch in the ditch

(NOTE: With a one-piece sleeve or unlined jacket some hemming will be required.)

L. Press hem

M. Press out crease lines from former hem on lining

N. Pin vent shut

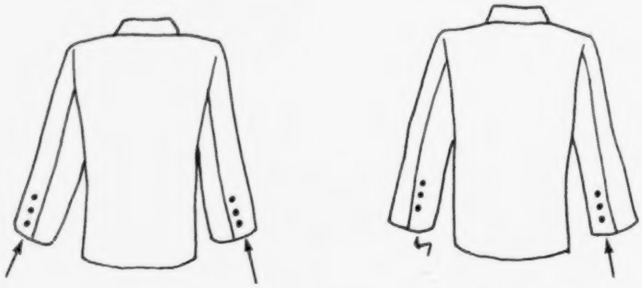
O. Press

JOB SHEET #14

P. Sew buttons back onto vent edge as they were before and/or considering the following guidelines

1. Sew buttons on vent side away from jacket center (Figure 3)

FIGURE 3



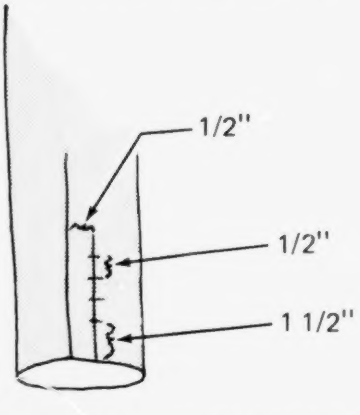
2. Sew first button 1 1/2" from sleeve bottom and 1/2" from vent edge

   (NOTE: These measurements are to the center of the button.)

3. Sew remaining buttons 1/2" up from first button (Figure 4)

   (NOTE: Buttons sometimes touch each other.)

FIGURE 4



Q. Turn bottom raw edge of lining to inside, keeping lining long enough to cover raw edge of jacket sleeve hem

(NOTE: Be sure lining is still loose around the sleeve.)

JOB SHEET #14

R. Pin lining hem securely to sleeve

(NOTE: If necessary, a small tuck may be put in the lining at the vent seam.)

S. Turn jacket right side out

T. Check to see that sleeve hangs free when held up or that lining does not show from being too long

U. Hand sew lining to jacket sleeve by turning lining folded edge back and stitching 1/8" from the fold or using a blind stitch hemmer

(NOTE: This procedure will help eliminate stitching which shows on the garment.)

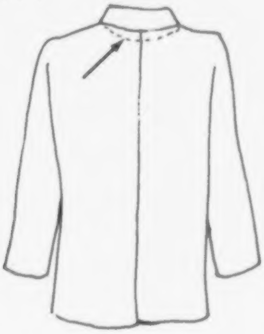
ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #15--LOWER COLLAR ON JACKET

I. Materials and equipment

A. Jacket marked for adjustment (Figure 1)

FIGURE 1



B. Seam ripper

C. Hand needle

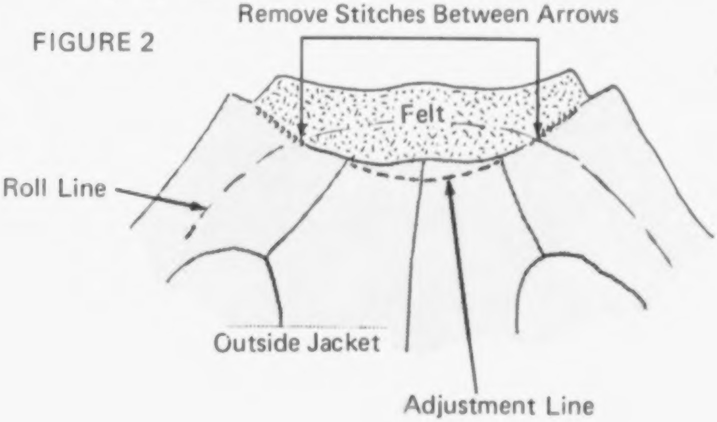
D. Thread

II. Procedure

(NOTE: This is a minor alteration.)

A. Remove stitching from roll line to roll line in center back of undercollar (Figure 2)

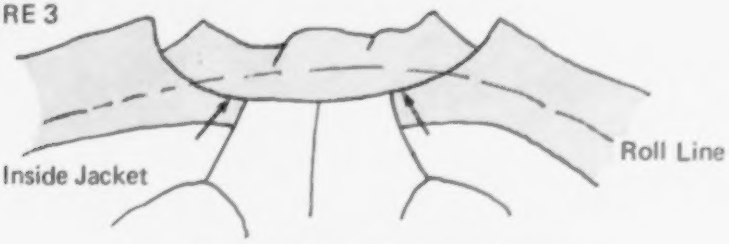
FIGURE 2


Remove Stitches Between Arrows
Felt
Roll Line
Outside Jacket
Adjustment Line

JOB SHEET #15

B. Remove stitching from center back of upper collar 1/2" beyond each shoulder seam (Figure 3)

FIGURE 3


Inside Jacket
Roll Line

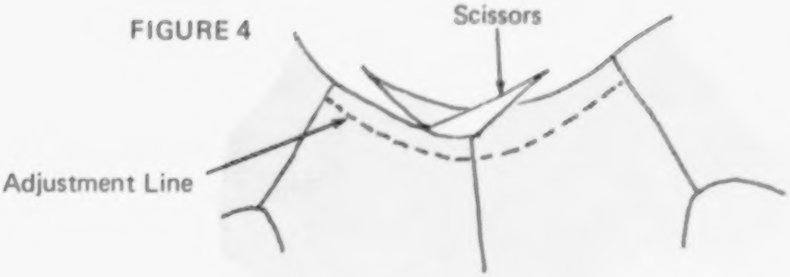
Remove Stitches Between Arrows

C. Trim back neck seam of jacket (not collar) the amount it is to be dropped (Figure 4)

Example: If collar is being lowered 1/2", trim 1/2" off jacket neck seam

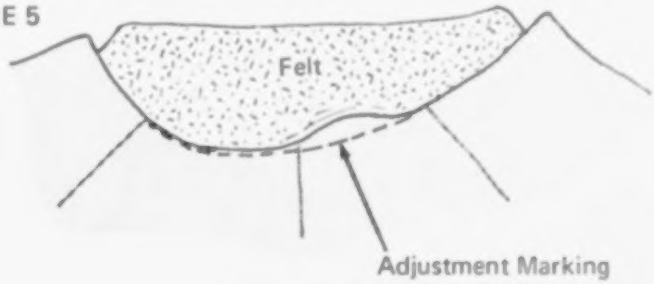
(CAUTION: Do not trim on adjustment line. You need a seam allowance.)

FIGURE 4


Scissors
Adjustment Line

D. Move loosened edge of felt down to adjustment marking, matching notch on felt to center back seam (Figure 5)

FIGURE 5


Felt
Adjustment Marking

JOB SHEET #15

E. Pin felt in place on adjustment line

F. Hand sew felt onto jacket back

G. Pin and sew top collar in place in same manner as you did the undercollar felt

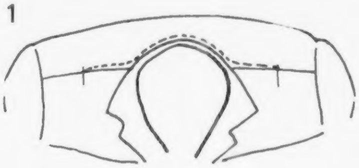
ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #16--RAISE BACK ON JACKET

I. Materials and equipment

A. Jacket marked for adjustment (Figure 1)

FIGURE 1



B. Seam ripper

C. Hand needle

D. Thread

E. Sewing machine

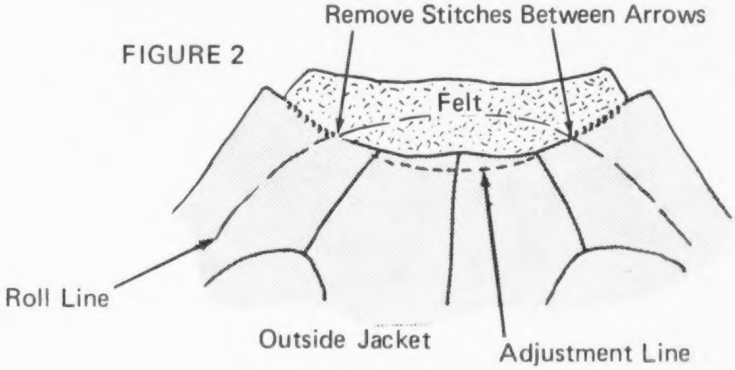
F. Iron

II. Procedure

(NOTE: This is a major alteration.)

A. Remove stitching from roll line to roll line in center back of undercollar (Figure 2)

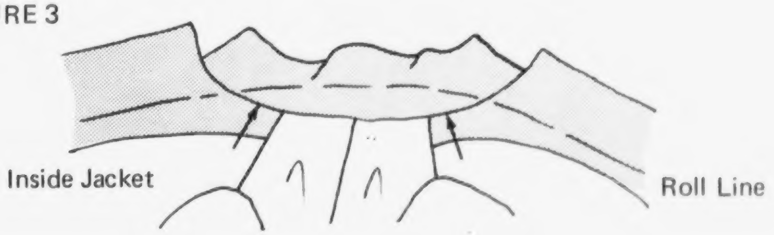
FIGURE 2


Remove Stitches Between Arrows
Felt
Roll Line
Outside Jacket
Adjustment Line

JOB SHEET #16

B. Remove stitching from center back of uppercollar 1/2" beyond each shoulder seam (Figure 3)

FIGURE 3

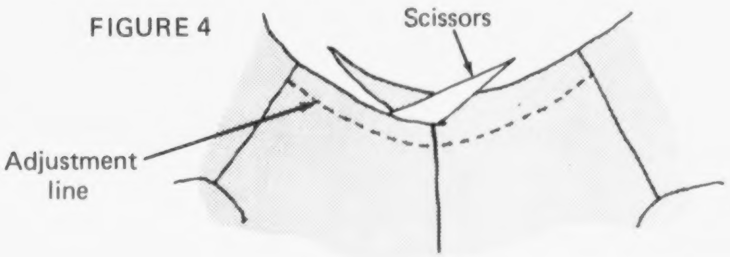

Inside Jacket
Roll Line

C. Trim back neck seam of jacket (not collar) the amount it is to be dropped (Figure 4)

Example: If collar is being lowered 1/2", trim 1/2" off jacket neck seam

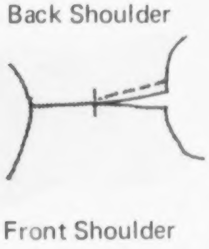
(CAUTION: Do not trim on adjustment line. You need a seam allowance.)

FIGURE 4


Scissors
Adjustment line

D. Open shoulder seam from neck to mark across shoulder seam (Figure 5)

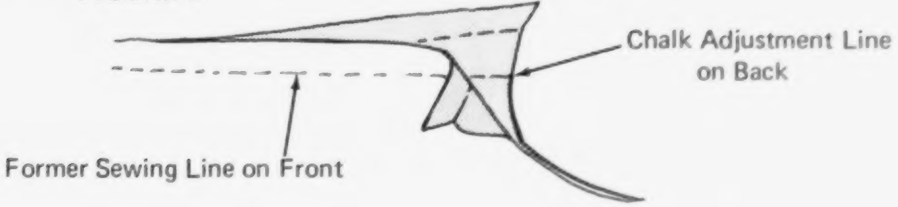
FIGURE 5


Back Shoulder
Front Shoulder

JOB SHEET #16

E. Match the chalked adjustment line on the back to the former sewing line on the front shoulder (Figure 6)

FIGURE 6


Chalk Adjustment Line on Back
Former Sewing Line on Front

F. Pin

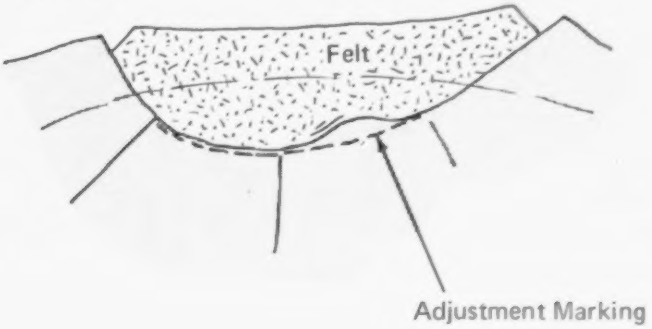
G. Sew along former sewing line

H. Press seam open

I. Check to see that seam is flat and smooth

J. Move loosened edge of felt down to adjustment marking, matching center of felt to center back seam (Figure 7)

FIGURE 7


Felt
Adjustment Marking

K. Pin felt in place on adjustment line

L. Hand sew felt onto jacket back

M. Pin and sew top collar in place in same manner as you did the undercollar felt

ALTERATION OF READY-MADE CLOTHING
UNIT I

JOB SHEET #17--SHORTEN COLLAR ON JACKET

I. Materials and equipment

  A. Scissors

  B. Needle

  C. Thread

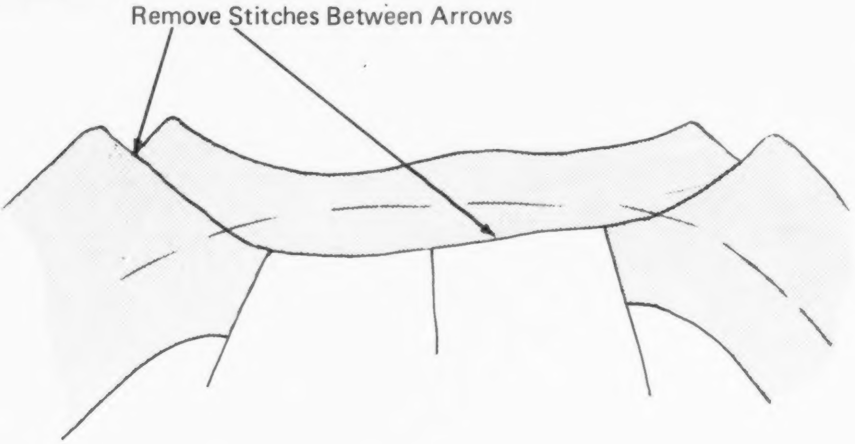
  D. Seam ripper

II. Procedure

(NOTE: This is a major alteration.)

  A. Open uppercollar from lapel notch to about 2" beyond center back seam (Figure 1)

FIGURE 1

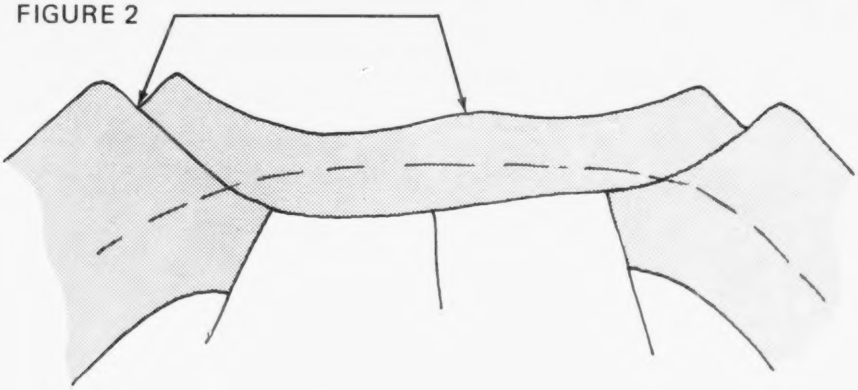


  B. Release undercollar from lapel notch to about 2" beyond center back seam

JOB SHEET #17

C. Remove stitching from top and side of released collar (Figure 2)

FIGURE 2

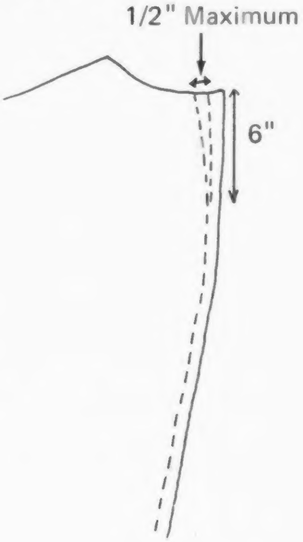


D. Take in center back seam of the jacket the amount required

(NOTE: One inch is the maximum amount that can be taken in, or 1/2" on each side of the seam.)

E. Taper center back seam into original seam, ending approximately 6" from neck edge (Figure 3)

FIGURE 3



JOB SHEET #17

F. Trim seam if necessary

G. Remove former stitching to allow center back seam to open

H. Press

I. Take in center back seam of undercollar the same amount as jacket

(NOTE: If the undercollar is all in one piece, make a seam.)

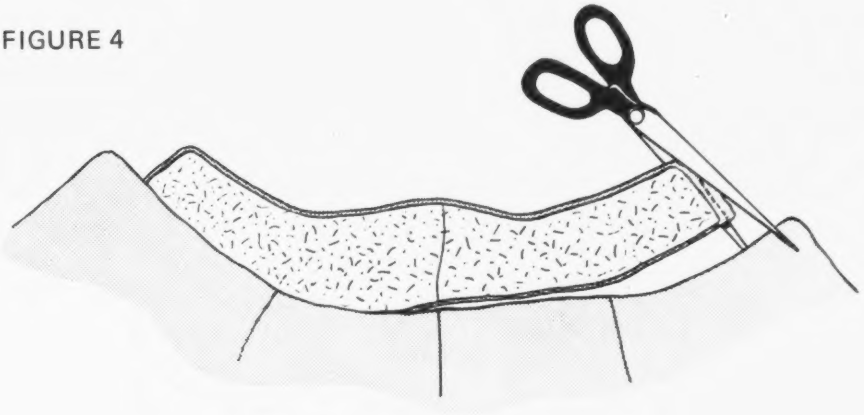
J. Press seam open

K. Baste upper and undercollars together on roll lines

L. Carefully cut the uppercollar to the shortened undercollar, allowing same amount of seam allowance as jacket had originally (Figure 4)

(CAUTION: When cutting be sure to allow for roll of upper collar over undercollar.)

FIGURE 4



M. Reattach undercollar to neckline edge of jacket, working from center out

N. Reattach outside edges of uppercollar and undercollar by same method as used in original construction

(NOTE: Collars are usually sewn by hand using the felling stitch.)

O. Reattach uppercollar to neckline edge, working from center out

(NOTE: Reattach the "care" label during this step.)

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #18--REWEAVE HOLE IN WOVEN GARMENT

(NOTE: Reweaving is most effective on wool garments and on fabrics woven with medium to heavy yarns. Fine yarned fabrics do not repair as effectively.)

I. Materials and equipment

  A. Woven garment with hole

  B. Needle, long with large eye

  C. Embroidery hoop

  D. Fabric scrap from garment

  E. Pins

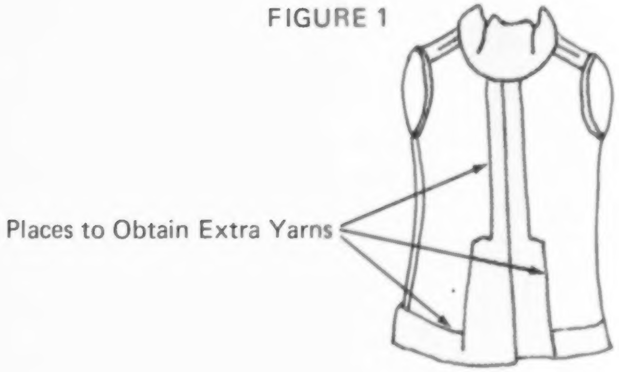
II. Procedure one

  (NOTE: This method is to be used with small holes or when there is not a large enough scrap for procedure two.)

  A. Find wide seams or hem on garment where yarns can be pulled out without distorting or weakening structure of garment (Figure 1)

Inside Out Jacket

FIGURE 1



  B. Pull yarns from area, being sure they are long enough to reach across the length of the hole

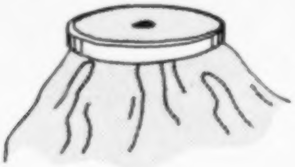
JOB SHEET #18

C. Trim hole if edges are melted or excessively raveled

(CAUTION: Trim sparingly!)

D. Place hole in center of embroidery hoop, right side up (Figure 2)

FIGURE 2



E. Thread needle with single yarn unraveled from garment

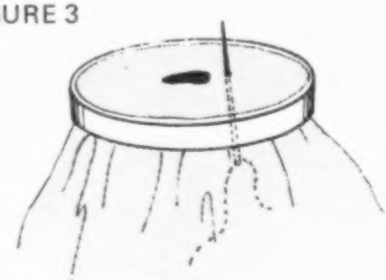
F. Place needle under fabric in hoop

G. Bring yarn through to right side of fabric

1. Push needle straight through

   a. Push point of needle up through fabric about 1/4" from edge of hole (Figure 3)

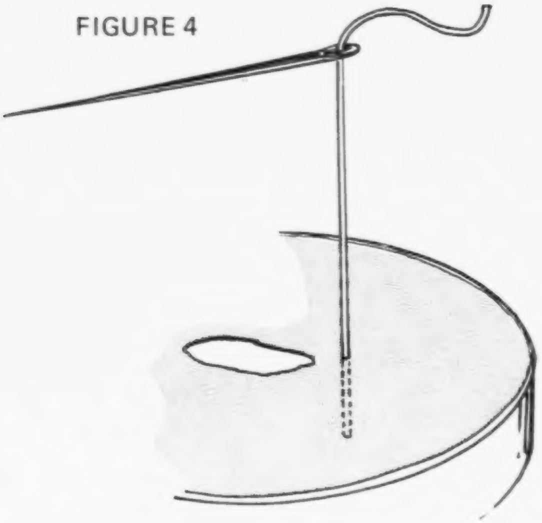
FIGURE 3



JOB SHEET #18

b. Pull needle outside leaving at least 1/4" of yarn in work (Figure 4)

FIGURE 4

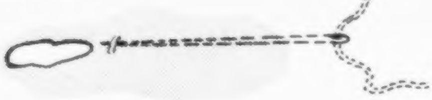


2. Incorporate small stitches

(NOTE: This is the most sturdy method but it may show up more.)

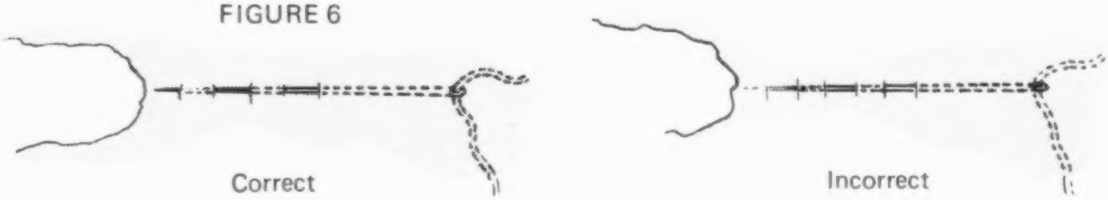
a. Press point of needle slightly through fabric about 1/3" from edge of hole (Figure 5)

FIGURE 5



b. Following the grain of the fabric, take tiny stitches until you near edge of hole with last stitch being "out" of the fabric (Figure 6)

FIGURE 6



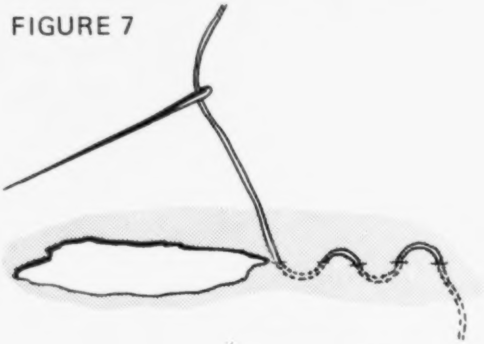
Correct

Incorrect

JOB SHEET #18

c. Pull needle and yarn until there is about 1/4" of yarn end remaining in fabric (Figure 7)

FIGURE 7

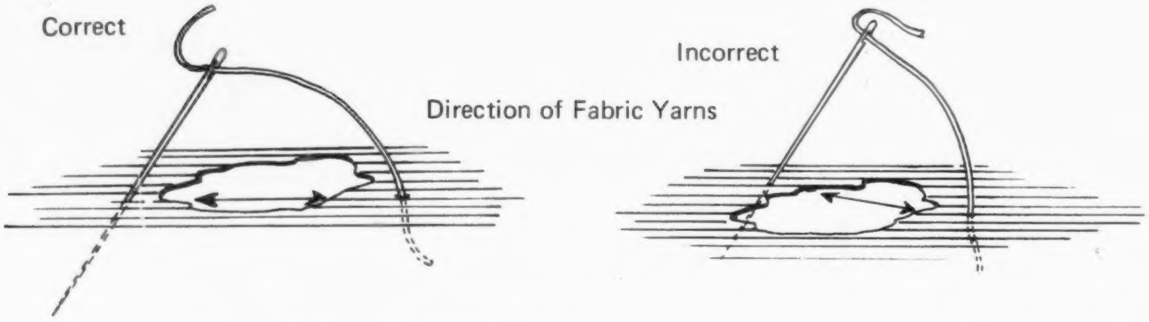


H. Bring yarn and needle across to the other end of the hole, following the grain of the fabric

I. Push point of needle through fabric about 1/4" from hole edge

(NOTE: ALL REWEAVING MUST FOLLOW THE GRAIN OF THE FABRIC. See Figure 8.)

FIGURE 8



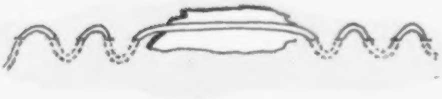
Note Arrow; Weaving Will Follow Grain of Fabric

Note Arrow; Weaving Will Not Follow Grain of Frabric

JOB SHEET #18

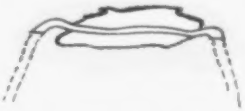
J. Bring yarn through to wrong side of fabric, using same method used to bring yarn up from right side (Figures 9 and 10)

FIGURE 9



OK

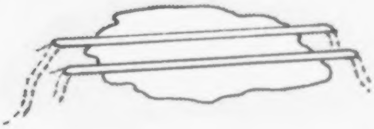
FIGURE 10



K. Sew in second yarn parallel to first yarn, staggering beginning and ending at different place than first yarn (Figure 11)

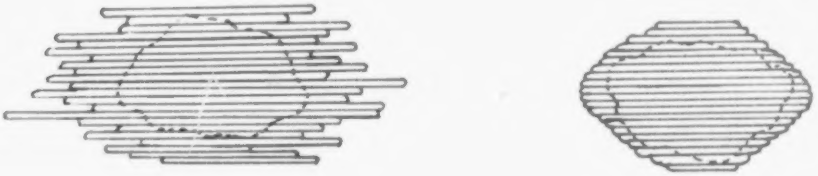
(NOTE: Staggering prevents a ridge that would identify the hole. Be sure stitch is started far away enough from hole to be secure.)

FIGURE 11



L. Proceed to fill hole with all yarns going in one direction, staggering beginning and ending places (Figure 12)

FIGURE12



Correct Coverage

Incorrect Coverage

(NOTE: You will not need to use the same thread count in weaving as is in the fabric because the hole may look too full.)

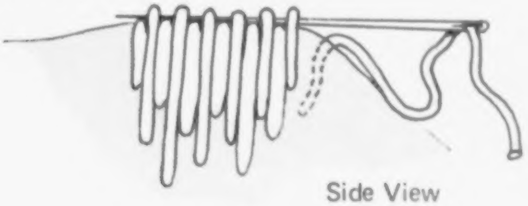
JOB SHEET #18

M. Weave in yarns from other direction until hole is filled (Figure 13)

1. Start 1/4" or more from edge of hole
2. Stagger each beginning place
3. Follow the grain of the fabric
4. Weave needle up and under every yarn going across hole (Figure 13)

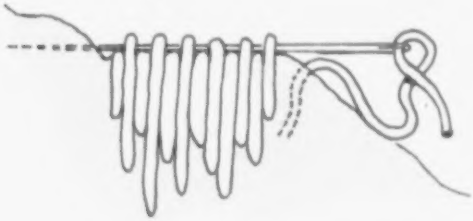
   (NOTE: Method of weave will depend upon weave of fabric, i.e., plain, twill, satin.)

FIGURE 13


Side View

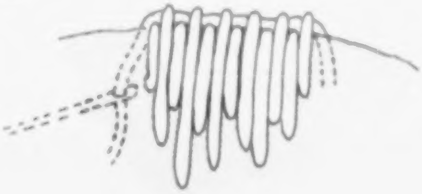
5. Pull fabric end up and push needle point through (Figure 14)

FIGURE 14



6. Pull needle and yarn end to inside (Figure 15)

FIGURE 15



JOB SHEET #18

7. Remove needle

8. Continue to weave, being sure to use same weave pattern as on fabric

N. Trim excess ends of yarns from back if necessary

(NOTE: Leave generous amount around area so that it won't pull out. Amount left will depend upon yarn type.)

O. Press from back

P. Fuse nonwoven interfacing to back of woven hole

(NOTE: This adds security and stability.)

1. Use soft interfacing

2. Cut patch so that it completely covers woven yarn ends

3. Round corners on patch

(NOTE: Square corners tend to show more from the right side.)

4. Fuse patch to garment

III. Procedure two

(NOTE: For this method a scrap of self-fabric is needed.)

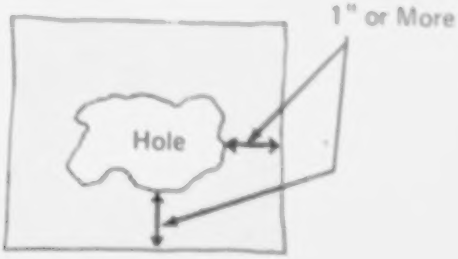
A. Trim hole if edges are melted or excessively raveled

(CAUTION: Trim sparingly!)

B. Cut a square from the scrap of self-fabric large enough so that it extends well beyond one inch of the hole edges (Figure 16)

(NOTE: Plan to match stripes or designs.)

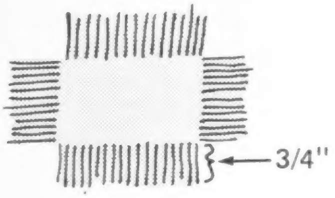
FIGURE 16



JOB SHEET #18

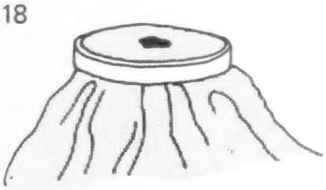
C. Unravel all four edges of the square so that there is about a 3/4" fringe on each side (Figure 17)

FIGURE 17



D. Place hole in center of embroidery hoop, right side up (Figure 18)

FIGURE 18

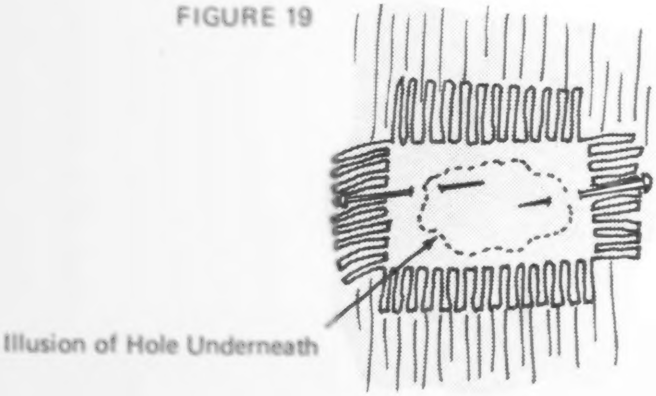


E. Center scrap, right side up, over hole

F. Match grain lines of scrap to garment

G. Pin or tape scrap into place (Figure 19)

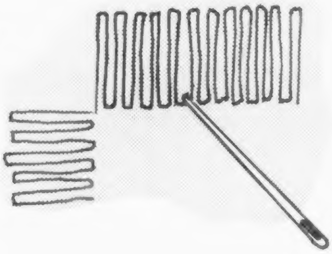
FIGURE 19



JOB SHEET #18

H. Stick point of needle between two yarns of garment along woven edge of scrap (Figure 20)

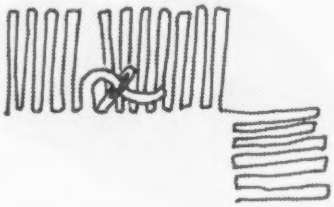
FIGURE 20



I. Pull needle through until eye is close to fabric surface

J. Thread eye with single yarn from frayed edge of patch (Figure 21)

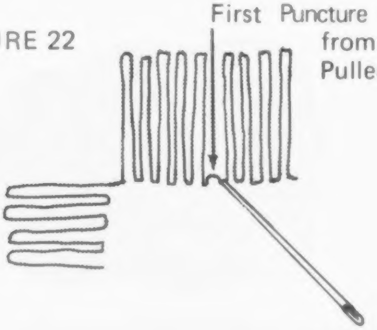
FIGURE 21



K. Pull eye through fabric, bringing yarn to underside; remove needle

L. Stick point of needle between two yarns of garment next to the first puncture (Figure 22)

FIGURE 22



First Puncture Where Unraveled Yarn from Patch had been Pulled to Under Side

M. Pull second single yarn to the inside of the garment using same method as above

N. Pull all frayed yarns to the inside, being careful to keep grain straight and to pull only one yarn at a time

JOB SHEET #18

O. Trim excess fringe from inside if necessary

(CAUTION: Do not trim too close; this would weaken the work.)

P. Press from back

Q. Fuse nonwoven interfacing on back

(NOTE: This adds security and stability.)

1. Use soft interfacing
2. Cut patch so that it completely covers woven yarn ends
3. Round corners on patch

   (NOTE: Square corners tend to show more from right side.)
4. Fuse patch to garment

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #19--ADJUST SKIRT HEM

(NOTE: This job sheet includes procedures for shortening an even hemline, lengthening an even hemline, shortening an uneven hemline, and lengthening an uneven hemline.)

I. Materials and equipment

  A. Skirts needing alteration

  B. Pins

  C. Chalk

  D. Yardstick or commercial hem marker used to measure for hem from the floor up

  E. Tape measure

  F. Measuring gauge

  G. Seam ripper

  H. Bias tape, hem tape, or hem lace

  (NOTE: This will be used when skirt is to be lengthened with little or no hem being left.)

  I. Commercial fuseable hem tape

  (NOTE: This is optional. It can be used to hem garment according to manufacturer's instructions.)

II. Procedure for shortening an even hemline

  A. Mark amount to be shortened

  (NOTE: This may be done using chalk or pins.)

  B. Remove hem stitching if length does not permit cutting off this area

  C. Press out hem crease if one remains

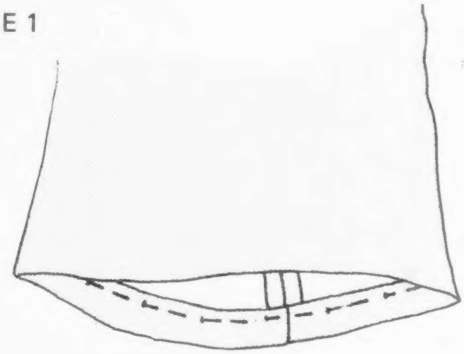
  D. Cut off excess, leaving enough hem to replace previous hem

  E. Finish cut edges as previously done or as appropriate for fabric

JOB SHEET #19

F. Turn up desired hem and pin in place if needed (Figure 1)

FIGURE 1



G. Hem

H. Press

(NOTE: If garment has a separate lining, rip and press out the original hemline. Remove the same amount of fabric that you did on the outer garment. Replace hem and press.)

III. Procedure for lengthening an even hemline

A. Remove hem

B. Press out hem crease

(NOTE: It may be necessary to use equal amounts of vinegar and water or a pressing cloth in order to get crease line out.)

C. Prepare for hemming

(NOTE: If there is less than 1 1/2" or amount equal to original hem left for the hem, sew on hem tape, hem lace, or hem facing in the appropriate width to make the hem equal to original hem. If there is enough fabric to hem garment, finish cut edges as previously done or as appropriate for fabric.)

D. Turn up hem to replace previous hem

E. Pin in place if needed

F. Hem

G. Press

JOB SHEET #19

IV. Procedure for shortening an uneven hemline

(NOTE: When possible, fit garment on customer for this alteration.)

A. Measure from floor up to new hemline using a yardstick or commercial hem marker

B. Place a row of pins or chalk markings around the skirt at the new hemline

(NOTE: This procedure establishes a new even hemline.)

C. Remove hem if necessary

D. Press out hem crease if necessary

(NOTE: This area may be cut off when shortening.)

E. Measure down from markings and mark new hem length

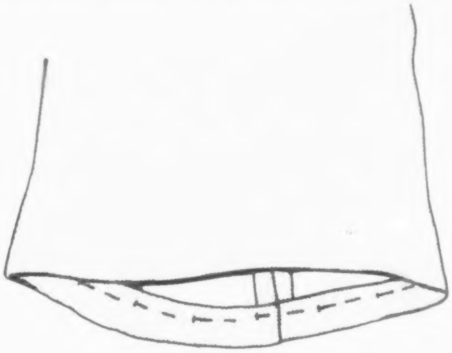
(NOTE: This procedure is done after the customer has taken the garment off. The hem length will be similar to the previous hem.)

F. Trim excess fabric

G. Finish cut edges as previously done or as appropriate for fabric

H. Turn up desired hem and pin in place if needed (Figure 2)

FIGURE 2



I. Hem

J. Press

V. Procedure for lengthening an uneven hemline

A. Remove hem

B. Press out hem crease

(NOTE: It may be necessary to use equal amounts of vinegar and water on a pressing cloth in order to get crease line out.)

JOB SHEET #19

C. Measure from floor up to shortest length in the skirt

D. Place a row of pins or chalk markings around the skirt to mark a new cutting line

(NOTE: This procedure establishes an even cutting line at the skirt bottom.)

E. Cut along new cutting line to even skirt bottom

F. Prepare for hemming

(NOTE: If there is less than 1 1/2" or an amount equal to original hem left for the new hem, sew on hem tape, hem lace, or hem facing in the appropriate width to make the hem equal to original hem. If there is enough fabric to hem garment without adding width, finish cut edges as previously done or as appropriate for fabric.)

G. Turn up hem to replace previous hem

H. Pin in place if needed

I. Hem

J. Press

ALTERATION OF READY-MADE CLOTHING
UNIT V

JOB SHEET #20--ADJUST WAIST OF SKIRT

I. Materials and equipment

A. Skirts needing alteration

B. Pins

C. Chalk

D. Tape measure

E. Seam ripper

II. Procedure for altering waist that is too loose

A. Pin fit skirt to customer at waistband, pinning equal amounts to be taken up on each side

(NOTE: When it is not possible to pin fit, record customer's waist measurement, measure the waistband, allow for ease, and make alteration.)

B. Record customer's waist measurement

C. Remove waistband in areas requiring alteration

(NOTE: It is not usually necessary to remove the entire waistband. Remove waistband beginning with the button side. It is best to avoid moving the buttonhole end of the waistband.)

D. Alter top of skirt

(NOTE: Stitch equal amounts from each seam or dart being altered. Stitch from the waistline down. Whenever possible, make adjustments in darts rather than seamlines.)

E. Make waistband adjustments, considering customer's waist measurement and pin fit of waistband

F. Sew waistband back on skirt top as previously done

G. Replace button or other fastener

H. Press

JOB SHEET #20

III. Procedure for altering waist that is too tight

(NOTE: It is possible that this alteration cannot be made without a source of matching fabric, which is used to piece the waistband, or without adequate dart or seamlines which can be let out.)

A. Measure waistline of customer

(NOTE: If the entire skirt needs to be altered, it may also be necessary to obtain hip measurement of customer.)

B. Inspect skirt for areas that can be let out, such as waistband, seams in waistband, or seams and darts in skirt

C. Remove waistband in areas requiring alteration

(NOTE: It is not usually necessary to remove the entire waistband. Remove waistband beginning with the button side. It is best to avoid moving the buttonhole end of the waistband.)

D. Let skirt out in dart area or where necessary

(NOTE: Place new stitching lines in garment, merging where possible with previous stitching lines. Remove only previous stitching necessary in order to press seams open.)

E. Make adjustments to waistband

(NOTE: Piece waistband or use excess allowances found at waistband ends or in waistband seams to make these adjustments.)

F. Replace waistband on adjusted skirt waist as originally done

G. Replace button or other fastener

H. Press

HOME PRODUCTS
UNIT IV

UNIT OBJECTIVE

After completion of this unit, the student should be able to construct draperies, tablecloths, corded pillows, and bedspreads. This knowledge will be evidenced by completion of assignment sheets, job sheets, and unit test with a minimum of 85 percent accuracy.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Match terms associated with home products to the correct definitions.
2. Name functions of window treatment.
3. Identify parts of the window and surrounding area.
4. State the basic rule for determining length of curtains and draperies.
5. Identify parts of a drapery.
6. Identify types of window rods.
7. Identify parts of the traverse rod.
8. Identify types of window hardware.
9. Select from a list measurements needed from window and rod.
10. Select from a list guidelines for measuring windows for curtains or draperies.
11. Distinguish between characteristics of contract and custom draperies.
12. Match types of draperies to common amounts of fullness allowed.
13. Name common drapery width measurements used in construction.
14. Name common drapery length measurements used in contract construction.
15. Name common drapery length measurements used in custom construction.
16. Select from a list factors that affect the number of fabric widths used in a drapery.
17. Select from a list factors to consider in the selection of curtains and draperies.
18. Name common flaws found in drapery fabric.

19. Select from a list functions of lining in curtains and draperies.
20. Match fabrics frequently used for lining to their characteristics.
21. State rules for pleat placement on draperies.
22. Select from a list generally accepted rules concerning drapery construction.
23. Select from a list reasons draperies may hang unevenly.
24. Identify basic types of bedspreads.
25. Name conditions necessary to achieve accurate measurements of a bed.
26. Estimate yardage needed for contract draperies.
27. Compute yardage needed for contract draperies.
28. Determine width of spaces between pleats for contract draperies.
29. Estimate yardage needed for custom draperies.
30. Compute yardage needed for custom draperies.
31. Determine width of spaces between pleats for lined custom draperies.
32. Chart bedspread measurements.
33. Demonstrate the ability to:
    a. Sew drapery lengths together.
    b. Press and hem sheer draperies.
    c. Hem custom draperies.
    d. Table draperies (check drapery length).
    e. Sew buckram on draperies.
    f. Sew side hems on lined draperies.
    g. Determine and mark pleat placement.
    h. Sew pleats into draperies.
    i. Construct round tablecloth.
    j. Make cording.
    k. Sew cording into pillow.

l. Measure bed for bedspread construction.

m. Construct a throw bedspread.

n. Construct a tailored bedspread.

o. Construct a coverlet and dust ruffle bedspread.

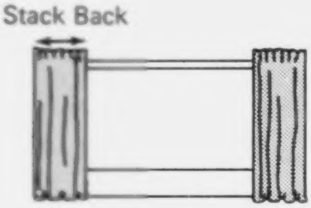
HOME PRODUCTS
UNIT IV

INFORMATION SHEET

I. Terms and definitions

A. Stack back--Amount of space occupied by drawn open draperies; usually about one-third the width of closed draperies

(NOTE: Drawn open draperies should stack back over window frame and wall to allow full view through the glass.)

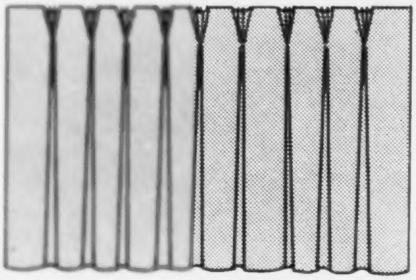


B. Buckram or crinoline--Stiff strip of fabric or interfacing about 3 to 4 inches wide used in pleated area of draperies

C. Fabric widths--Measurement of drapery fabric used to indicate one dimension in the amount of fabric units needed to make draperies

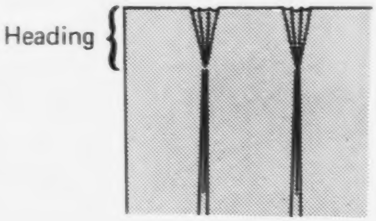
Example: 2 1/2 widths

D. Panel--One continuous drapery covering a window; may consist of several fabric widths



INFORMATION SHEET

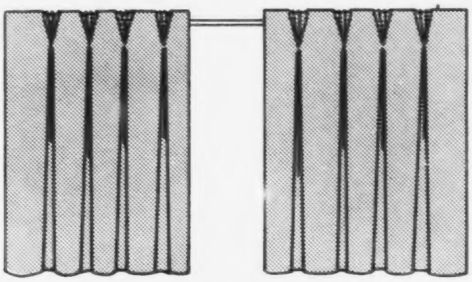
E. Heading--Top portion of the drapery that includes buckram and pleats



F. Cut length--Length of draperies before construction, including yardage for finished length, hem, and heading

G. Finished length--Desired length of draperies after construction

H. Pair--Two draperies used to cover a window



I. Half pair--One of the draperies in a pair

J. Drapery–Complete covering for a window; may consist of one panel or many

(NOTE: Usually consists of 2 panels.)

K. Spaces--Flat areas between pleats; usually vary from 3 to 5 inches

L. Pleat--Fold of cloth sewn into place to create fullness

M. Contract drapery--Made with as little fabric as possible in hems, headings, and fullness; usually mass produced

N. Custom drapery--Made to specific measurements with double headings, double hems, and deluxe fullness to fit a particular window

II. Functions of window treatment

A. Control sunlight

B. Control temperature

C. Provide privacy

INFORMATION SHEET

D. Aid in adjusting room proportion

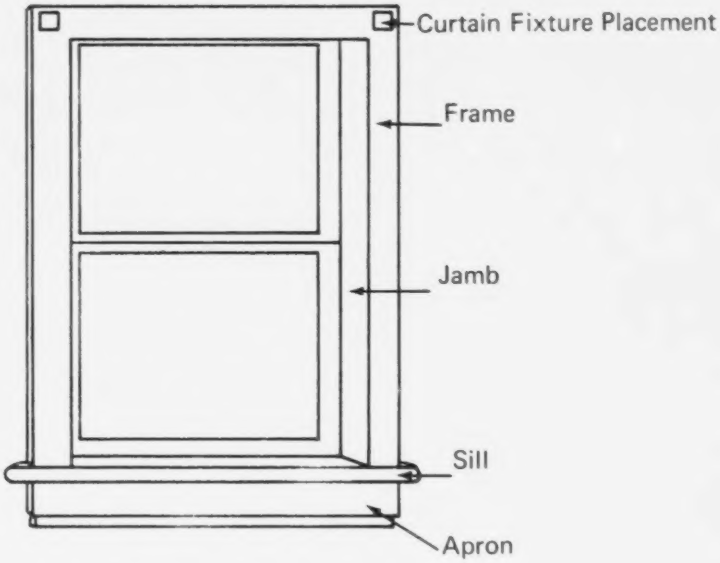
(NOTE: Window treatment can make small rooms appear larger and narrow rooms appear wider; it can also hide architectural problems.)

E. Add decoration

F. Enhance or control view

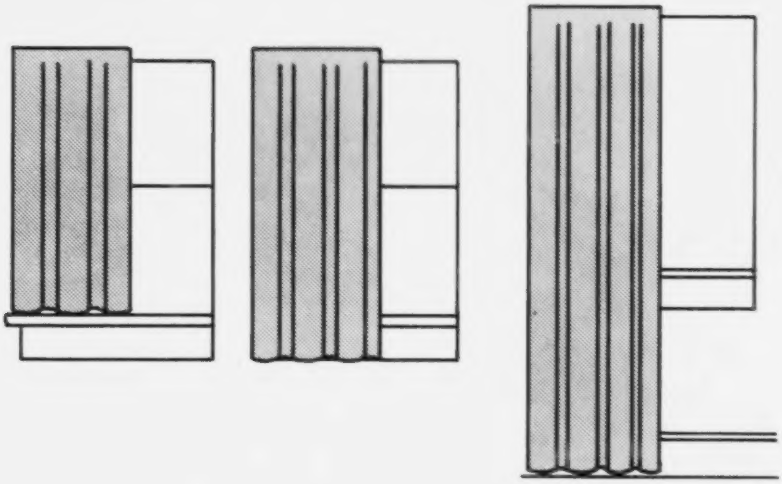
Examples: Looking out onto an open field, looking at your neighbor's open garage

III. Parts of the window and surrounding area


Curtain Fixture Placement
Frame
Jamb
Sill
Apron

INFORMATION SHEET

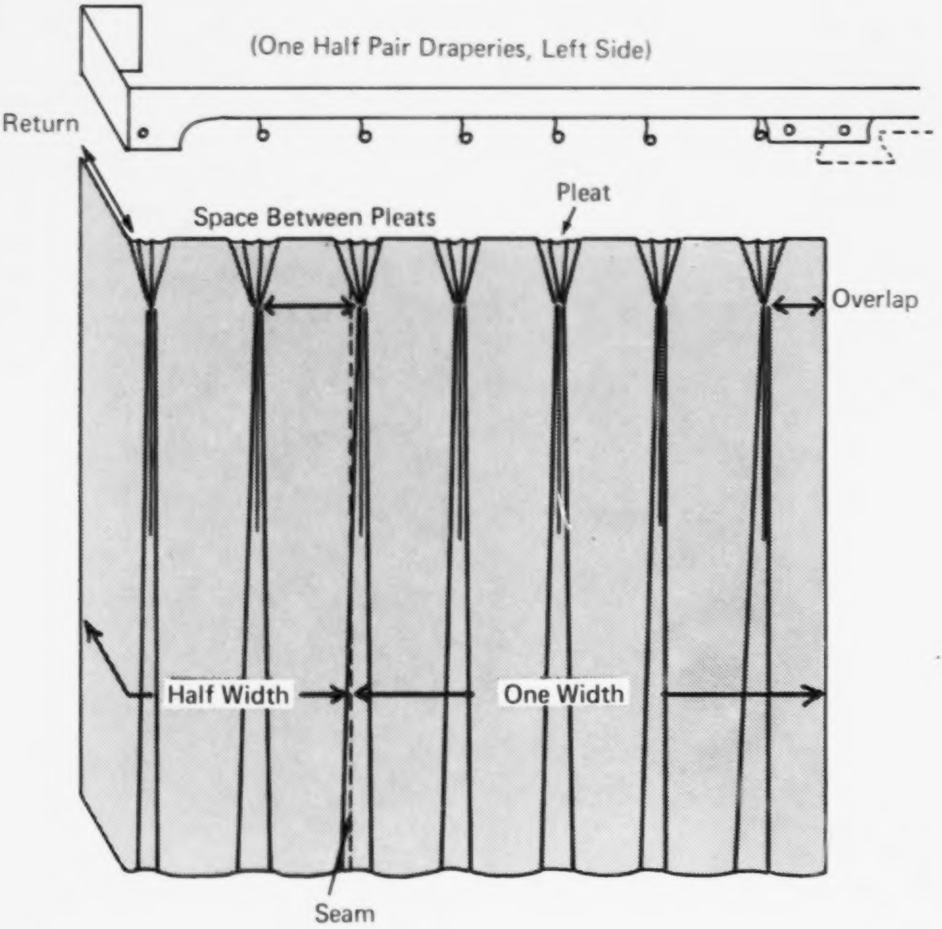
IV. Basic rule for determining length of curtains and draperies--Bottom of draperies or curtains should come to the sill, to the bottom of the apron, or to the floor, not anywhere in between



1/2" Clearance from Floor

INFORMATION SHEET

V. Parts of a drapery


(One Half Pair Draperies, Left Side)
Return
Space Between Pleats
Pleat
Overlap
Half Width
One Width
Seam

VI. Types of window rods (Transparency 1)

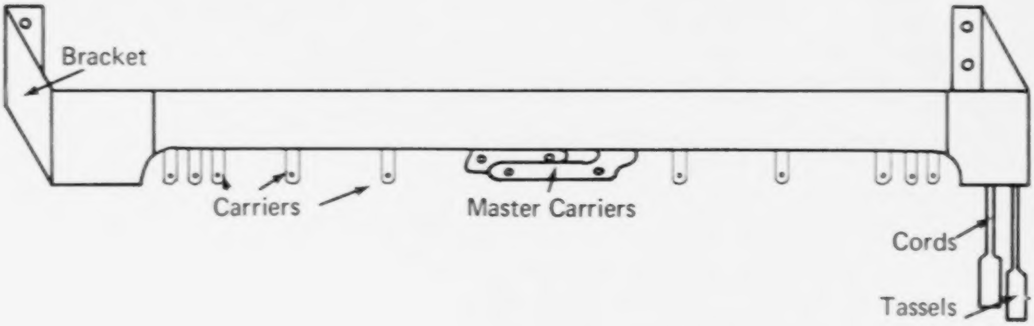
- A. Sash rod
- B. Extension rod
  - 1. Single
  - 2. Double
- C. Traverse rod
- D. Swinging rod

INFORMATION SHEET

E. Extender rod

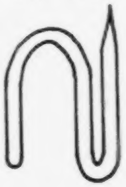
F. Decorative rod

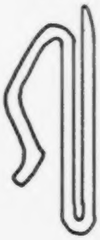
VII. Parts of the traverse rod

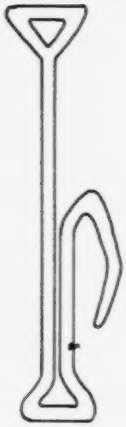

Bracket
Carriers
Master Carriers
Cords
Tassels

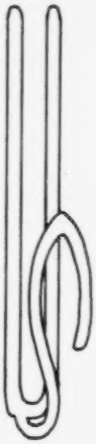
VIII. Types of window hardware

A. Hooks



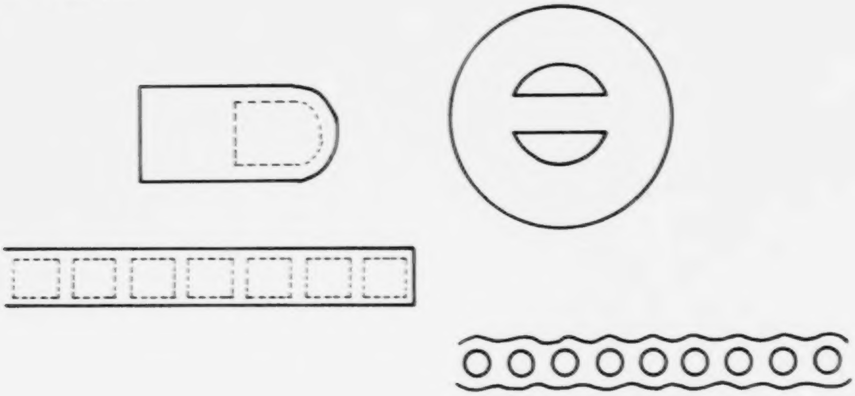



French-Headed

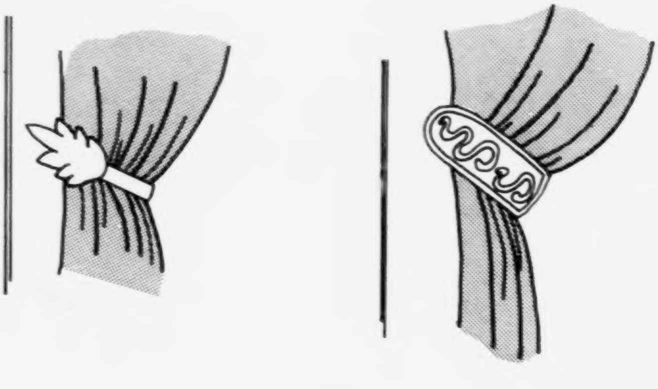


INFORMATION SHEET

B. Weights



C. Metal holdbacks



IX. Measurements needed from window and rod

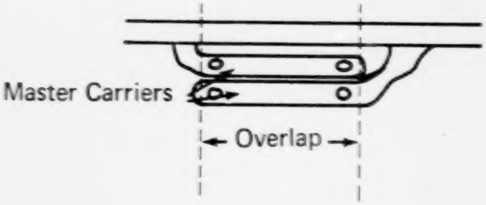
A. Exact finished length desired

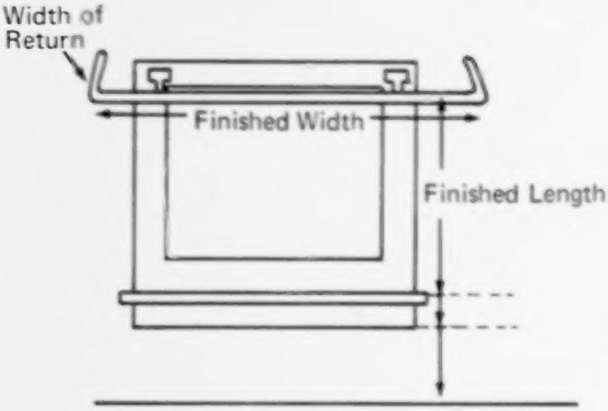
(NOTE: This is usually slightly beyond the top of the rod to assure coverage.)

B. Exact finished width desired

C. Width of return

D. Width of overlap, if applicable





X. Guidelines for measuring windows for curtains or draperies

A. Measure at several points

(NOTE: Measure both sides and at least one point in between. Trims and ceilings can be uneven.)

B. Doublecheck all measurements

(NOTE: Use steel tape or measuring stick. Cloth measuring tape may stretch. Allow for stack back.)

C. Purchase rod that is long enough

(NOTE: Allow for stack back.)

D. Mount rod high enough

(NOTE: Headings should not be visible from outside home. Conventional rods should be at least 2" above frame. Decorative rods should be at least 3 3/4" above frame. If window has no frame, place rod at least 4" above top of the glass.)

(CAUTION: Correct type of fastener must be used for mounting rod. Use screws to attach rod to hardwood. Molly bolts should be used to mount rod in sheetrock.)

E. Measure for draperies with rod in place

(NOTE: Check the depth of return, end-ring measurements, and bracket-to-bracket measurements.)

INFORMATION SHEET

F. Allow for clearances

Examples:
Decorative ring slides--4"
Traverse rod--1"
Carpet clearance
Undercurtains--1/2" shorter than overcurtains
Corner installation--Projection of rods on both walls
Wall-to-wall--Returns at both ends

XI. Characteristics of contract and custom draperies

A. Contract

1. Single hems
2. Single headings
3. Double width of window allowed for fullness
4. Spaces between pleats 4 - 5 inches
5. Fabric in pleats no more than 4 inches

B. Custom

1. Double hems
2. Double headings
3. Triple width of window allowed for fullness
4. Spaces between pleats 3 - 3 1/2 inches
5. Fabric in pleats 5 - 7 inches

XII. Common amounts of fullness allowed in types of draperies

A. Unlined draperies--Two to three times the finished width or rod length

(NOTE: Exact width will depend upon the weight and design of the fabric. The lighter the fabric is, the more width required.)

B. Lined draperies--Two to three times the finished width or rod length

(NOTE: Usually, less drapery fabric is needed with lined draperies than with unlined draperies. Lining adds to the effect of fullness.)

C. Sheers--At least three times the finished width or rod length

INFORMATION SHEET

XIII. Common drapery width measurements used in construction

(NOTE: Lining is cut the same width as the top fabric. All measurements below may vary depending upon individual practice or preference.)

A. Return--3 1/2"

B. Overlap--3 1/2"

C. Pleat depth--3"-8"

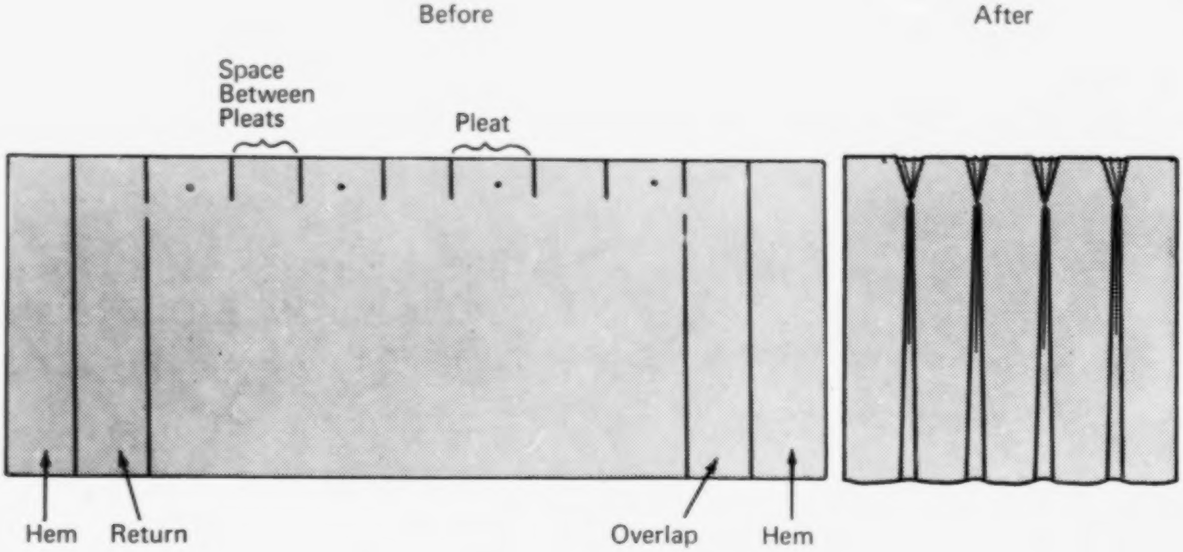
D. Space between pleats--3"-5"

E. Side hems

   1. Sheers and unlined draperies--3"

   2. Lined draperies--1 3/4"

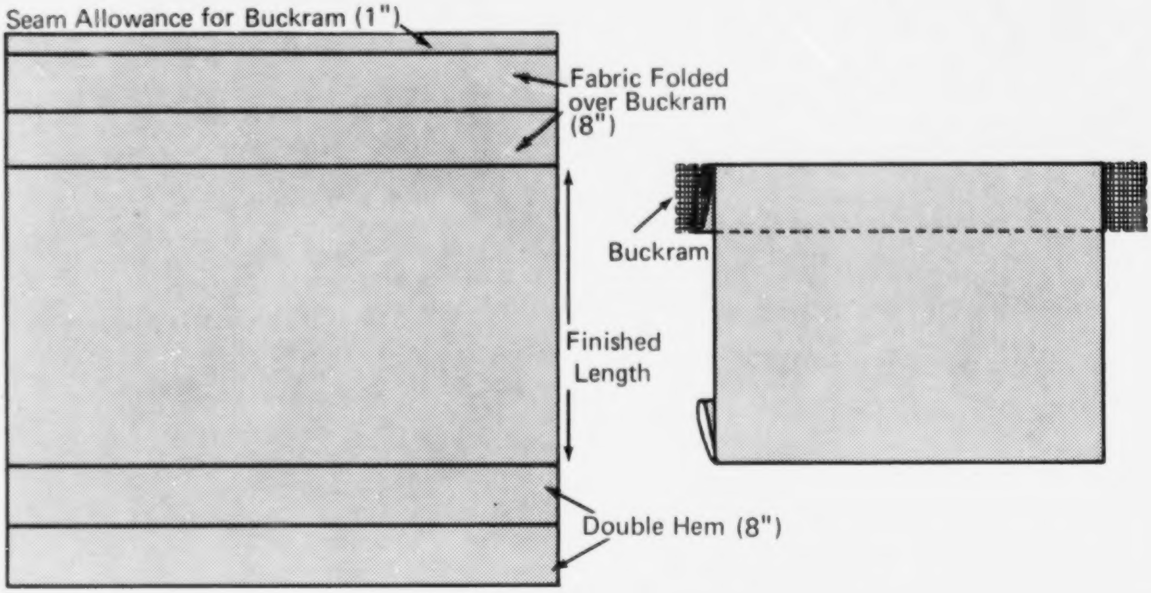
   Example: One of a pair (left side)


Before
After
Space Between Pleats
Pleat
Hem
Return
Overlap
Hem

INFORMATION SHEET

XIV. Common drapery length measurements used in contract construction

(NOTE: More fabric length is needed if there are designs to match.)


Seam Allowance for Buckram (1")
Fabric Folded over Buckram (8")
Buckram
Finished Length
Double Hem (8")

A. Unlined draperies

  1. Finished length--According to customer request
  2. Seam allowance to sew on buckram--1"
  3. Fabric folded over buckram--4"
  4. Hem--4"

B. Lined draperies

  1. Finished length--According to customer request
  2. Seam allowance to sew on buckram--1"
  3. Hem--4"

C. Lining for draperies

  1. Finished length--1" shorter than draperies
  2. Hem--3"

     (NOTE: Lining before construction will average 6" shorter than drapery fabric before construction.)

INFORMATION SHEET

D. Sheers

1. Finished length--According to customer request
2. Fabric folded over buckram--8"
3. Hem--4 1/2"

XV. Common drapery length measurements used in custom construction

(NOTE: More fabric length is needed if there are designs to match. All well-made curtains and draperies have designs that are matched at the seams.)

A. Unlined draperies

1. Finished length--According to customer request
2. Fabric folded over buckram--8"
3. Hem--8"
4. Allowance for matching repeated pattern on fabric--Allow one repeat of design for each additional length used

B. Lined draperies

1. Finished length--According to customer request
2. Hem--8"
3. Fabric folded over buckram--4"
4. Allowance for matching repeated pattern on fabric--Allow one repeat of design for each additional length used

C. Lining for draperies

1. Finished length--1" shorter than draperies
2. Hem--3"

   (NOTE: Lining before construction will average 3" shorter than drapery fabric before construction.)

D. Sheers

1. Finished length--According to customer request
2. Fabric folded over buckram--8"
3. Hem--8"

INFORMATION SHEET

XVI. Factors that affect the number of fabric widths used in a drapery

- A. Finished length and width of drapery
- B. Return width
- C. Overlap width
- D. Fullness desired

  (NOTE: Fullness will be from two to three times the finished width of the drapery.)
- E. Side hems

  (NOTE: Consider both the number and width of hems.)
- F. Seam allowance

  (NOTE: Add two seam allowances for each seam used to join fabric widths.)
- G. Selvage

  (NOTE: Allow enough fabric to trim selvage from each edge of fabric.)
- H. Repeat in fabric design

  (NOTE: Allow one additional repeat of design for each length of fabric used.)
- I. Bottom hem
- J. Fabric in buckram

XVII. Factors to consider in the selection of curtains and draperies

- A. Fabric
  1. Fiber content

     (NOTE: Consider flammability.)
  2. Fabric construction
  3. Fabric finish
  4. Colorfastness

     (NOTE: Lining helps preserve color.)
  5. Resistance to shrinking and stretching
  6. Cost

INFORMATION SHEET

B. Construction

  1. Cost/time element
  2. Sewing equipment

     Example: Blindstitch machine vs. hand needle and thread

  3. Personal knowledge and experience with required techniques

C. Ease of care

  1. Size
  2. Style
  3. Color
  4. Fiber content
  5. Construction method
  6. Trims

     (NOTE: Sometimes drapery fabric is washable while trims are not.)

XVIII. Common flaws found in drapery fabric

(NOTE: Holding fabric up to the light helps detect flaws. Industries use glass tables with lights underneath.)

(CAUTION: Be sure to check fabric carefully. Once you cut into it, it's yours.)

A. Missing threads in weave of fabric

B. Dark or discolored threads running through fabric

C. Large, unsightly knots woven into fabric

XIX. Functions of lining in curtains and draperies

A. Protects fabric from sunlight

B. Gives richer appearance by keeping sunlight from filtering through one layer of fabric

C. Protects fabric from soil and dust

D. Improves appearance from outside

(NOTE: Coordinate lining color with color of house from the outside and drapery color on the inside.)

INFORMATION SHEET

- E. Adds insulation properties to draperies and curtains
- F. Allows for more privacy when loosely woven fabrics are used
- G. Adds weight to drapery, causing it to fall more softly and gracefully

XX. Fabrics frequently used for lining and their characteristics

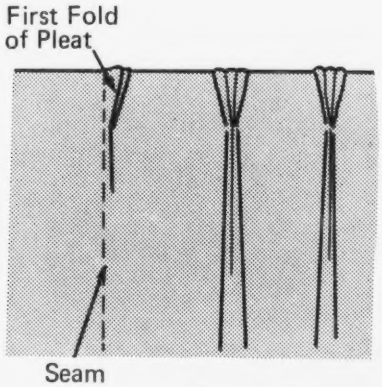
- A. Cotton
  1. Wears well
  2. Has high cost in relation to other fabrics
- B. Rayon
  1. Does not wear as well as cotton
  2. Costs less than cotton
  3. Valued because of its attractive sheen
- C. Fiberglass
  1. Inexpensive
  2. Attractive sheen
  3. Excellent wearability but does tend to break if creased excessively
- D. Millium coating
  1. Adds to insulation and privacy
  2. Available in translucent or opaque weights
  3. Takes the place of lining and costs less

XXI. Rules for pleat placement on draperies (Assignment Sheets #3 and #6)

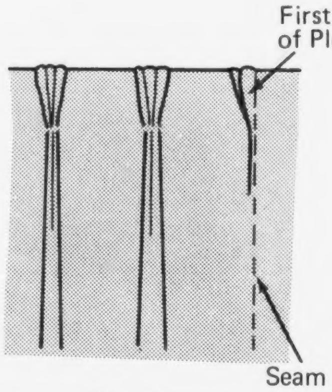
- A. Space between each pleat should be exactly the same

INFORMATION SHEET

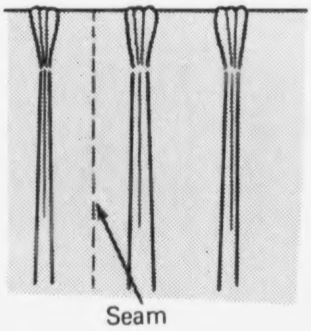
B. Seams used to join fabric lengths should be hidden in the first fold of a pleat


First Fold
of Pleat
Seam

Correct


First Fold
of Pleat
Seam

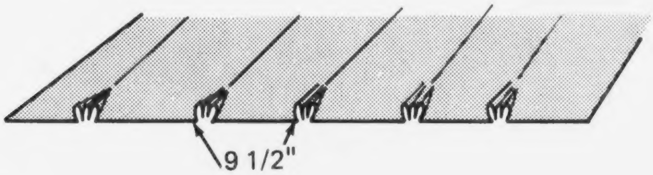
Correct



Incorrect

C. Space used to make pleats may be varied to adjust seam placement

(NOTE: It is estimated that each pleat will take up about 9 1/2" of fabric.)

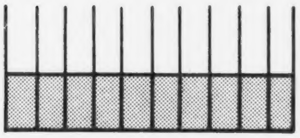


XXII. Generally accepted rules concerning drapery construction

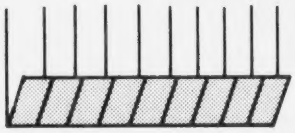
A. All selvages are cut off to prevent possible puckering

B. Stripes are matched as drapery is sewn

Example: Hems

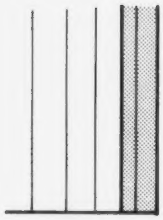


Bottom hem matched

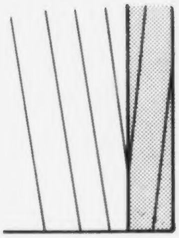


Bottom hem not matched

INFORMATION SHEET

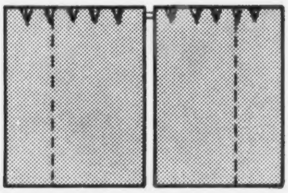


Side hem stripes straight, matched

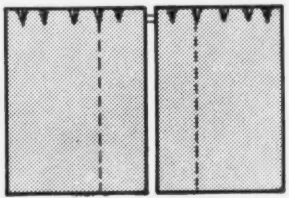


Side hem sides crooked, not matched

C. All fractions of fabric widths in draperies and curtains go to the right and left of the center and not in the center of a pair



Correct Seam Placement



Incorrect Seam Placement

D. Five pleats are averaged in 45" width material

E. Two pleats are averaged in 20" (half width) material in custom, 15" in contract

F. To avoid wasting fabric attempt to work with whole widths and half widths

(NOTE: Portions of widths that are quite small may cause problems with pleat placements.)

G. Crooked sewing causes draperies to hang unevenly

XXIII. Reasons draperies may hang unevenly

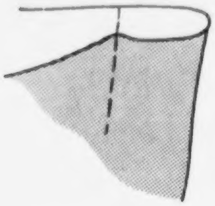
A. Draperies are not cut on grain

(NOTE: Draperies should be cut by following a pulled thread or an obvious yarn across the width.)

B. Draperies are not sewn on grain

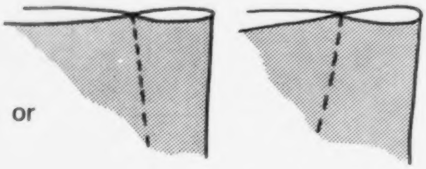
C. Selvages are not cut off which causes seams to pucker

D. Pleats are not sewn straight



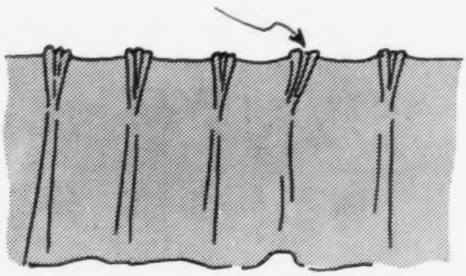
Tops not Matched

or



Stitching not Parallel to Fold

=



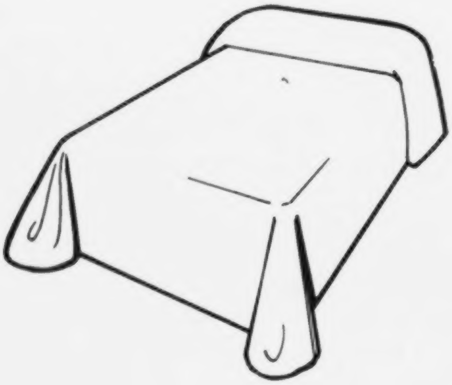
E. Rods or floors are crooked

F. Sewing was crooked

G. Stitching tension was too tight

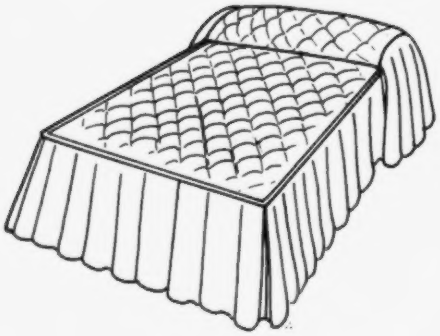
XXIV. Basic types of bedspreads

A. Throw

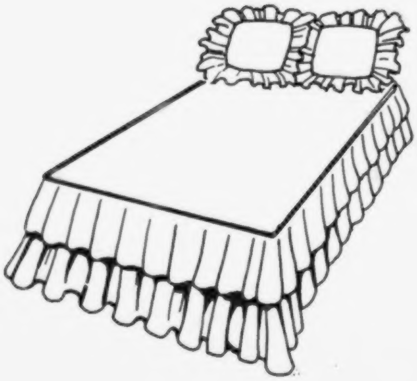


INFORMATION SHEET

B. Tailored



C. Coverlet and dust ruffle



INFORMATION SHEET

XXV. Conditions necessary to achieve accurate measurement of a bed (Assignment Sheet #7)

A. Bed must be made with sheets, pillows, and blankets that are most commonly used on it

B. Bed must be at desired height before measuring

(NOTE: Some beds have casters or other things that can effect height.)

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #1--ESTIMATE YARDAGE NEEDED FOR CONTRACT DRAPERIES

When customers begin shopping for drapery fabric they usually want to know the number of yards needed to make the draperies. This information is necessary for computing estimated cost per yard of fabric. This helps estimate the cost of the final product. Because final cost estimate is often a deciding factor in drapery fabric selection, it is important for you to be able to give your customer an estimate of yardage needed.

Using the information and steps provided, estimate the yardage needed for the following draperies. Show your work.

(NOTE: It is usually better to slightly over-estimate the yardage needed so the customer will not be "surprised" by a change in the initial cost estimate.)

DRAPERIES

Rod width . . . . .48 inches

Finished length . . . . . 72 inches

Fabric. . . . . .45 inches wide

Fullness. . . . . .2 times

1. Divide inches of rod width by 20.

   $20\overline{)48}$ = ____________

2. Round answer in first step UP to nearest whole number.

   (NOTE: This will give you the total number of fabric widths needed to make the drapery.)

   ____

3. Add finished drapery length plus 18 inches.

   (NOTE: This measurement is referred to as the *cut length.*)

   Finished drapery length = ____________

   + 18" ____________

   Total = ____________ = cut length

ASSIGNMENT SHEET #1

4. Multiply the total from Step 3 by the total from Step 2.

Total from Step 3 = ____________
Total from Step 2 x ____________
Total = ____________

5. Divide the total from Step 4 by 36.

(NOTE: This determines the number of yards.)

$36\overline{)\quad}$ = ____________________ yards

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #2--COMPUTE YARDAGE NEEDED FOR CONTRACT DRAPERIES

Becky Orr needs new draperies to replace the ones in the window of her office. She wants two drapery panels to cover the window. The new drapery fabric selected is a cotton chintz print. After making a visit to the office you get the following information.

Drapery Size (Lined)	Fabric
48" across rod	45" wide
72" finished length	12" repeat
3 1/2" overlaps	
3 1/2" returns	
2 times fullness allowed	

Use the standard drapery allowances and the worksheets on the following pages to determine how many yards of drapery fabric will be needed to make the lined drapery. Show your work.

(NOTE: The first few times you compute yardage for draperies it will be frustrating and difficult. You'll find it easier with some practice.)

Figure all computations using inches instead of feet or yards. Round off any fraction up to the nearest whole number.

1. Add the following to determine width of finished drapery.

   a. Rod width = ______________________________

   b. 2 overlaps = ______________________________

   c. 2 returns = ______________________________

   TOTAL ________________________ = width of finished drapery

2. Divide answer in first step by 20. This will equal the number of cuts per drapery.

   $20\overline{)}$ = ________________________

3. Round off the answer in second step up to the nearest whole number, if there is a remainder.

   ____

ASSIGNMENT SHEET #2

4. Add the following to determine drapery length.

   a. Finished length = ____________________

   b. 4 1/2" for single 4" hem ____________________

   (NOTE: This allows for 1/2" turn under.)

   c. 1" for heading ____________________

   (NOTE: For unlined allow 5".)

   d. Length of repeat in fabric design ____________________

   e. 2" ease ____________________

   TOTAL ____________________

5. Multiply answer in fourth step by answer in third step. This will equal inches of fabric needed for entire drapery.

   Answer in fourth step = ____________

   Answer in third step = x____________

   TOTAL ____________

6. Divide answer in fifth step by 36 to find the yards needed for drapery.

   36)‾‾‾‾‾ = ______________ yards

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #3--DETERMINE WIDTH OF SPACES BETWEEN PLEATS FOR CONTRACT DRAPERIES

(NOTE: You may want to work with Job Sheet #7 when filling out this assignment sheet.)

Your draperies are hemmed, with the buckram sewn in, and you are ready to mark them for pleat placement. Use the following information and the steps provided to determine the width of the spaces between pleats. Show your work.

DRAPERIES

Finished width = 56 inches
Half pair width = 26 1/2 inches
Estimated width of each space = 4 inches
Overlap = 3 1/2 inches
Return = 3 1/2 inches

1. Subtract return from finished width to determine width of drapery panel available for spaces between pleats.

   Finished width = ______________________

   Return – ______________________

   TOTAL = ______________________

2. Estimate how large you want the space between the pleats.

   ________ = Estimated width of each space between pleats

3. Divide width of half pair by estimated width of each space.

   (NOTE: This will determine the number of spaces between pleats.)

   $\overline{)\quad\quad}$ = ____________ spaces between pleats

4. Divide width of half pair by number of spaces between pleats. This will determine the exact width of each space.

   $\overline{)\quad\quad}$ = ____________ inches distributed among spaces

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #4--ESTIMATE YARDAGE NEEDED FOR CUSTOM DRAPERIES

When customers begin shopping for drapery fabric they usually want to know the number of yards needed to make the draperies. This information is necessary for computing estimated cost per yard of fabric. This helps estimate cost of the final product. Because final cost estimate is often a deciding factor in drapery fabric selection, it is important for you to be able to give your customer an estimate of yardage needed.

Using the information and steps provided, estimate the yardage needed for the following draperies. Show your work.

(NOTE: It is better to slightly over-estimate the yardage needed so the customer will not be "surprised" by a change in the initial cost estimate. If patterned fabric is chosen, be sure to inform the customer if additional yardage needs to be purchased.)

DRAPERIES

Rod width . . . . 48 inches

Finished length . . . . . .72 inches

Fabric . . . . .45 inches wide

Fullness . . . . 3 times

1. Divide inches of rod width by 15

   $15\overline{)48}$ = ________________

2. Round off answer in first step up to nearest whole number.

   (NOTE: This will give you the total number of fabric widths needed to make the drapery.)

   ____

3. Add finished drapery length plus 18 inches.

   (NOTE: This measurement is referred to as the *cut length.*)

   Finished drapery length = ________________

   + 18" ________________

   Total ________ " ________ = 1 cut length

ASSIGNMENT SHEET #4

4. Multiply the total from Step 3 by the total from Step 2.

   Total from Step 3 = ______________
   Total from Step 2 x ______________
   Total = ______________

5. Divide the total from Step 4 by 36.

   (NOTE: This determines the number of yards.)

   $36\overline{)\quad}$ = ____________________ yards

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #5--COMPUTE YARDAGE NEEDED FOR CUSTOM DRAPERIES

Becky Orr needs new draperies to replace the ones in the window of her office. She wants two drapery panels to cover one window. The new drapery fabric selected is a cotton chintz print. After making a visit to the office you get the following information.

Drapery Size (Lined)	Fabric
48" across rod	45" wide
72" finished length	12" repeat
3 1/2" overlaps	
3 1/2" returns	
3 times fullness allowed	

Use the standard drapery allowances and the worksheets on the following pages to determine how many yards of drapery fabric will be needed to make the lined drapery. Show your work.

(NOTE: The first few times you compute yardage for draperies it will be frustrating and difficult. You'll find it easier with some practice.)

Figure all computations using inches instead of feet or yards. Round off any fraction up to the nearest whole number.

1. Add the following to determine width of finished drapery.

   a. Rod width = ______________________________

   b. 2 overlaps = ______________________________

   c. 2 returns = ______________________________

   TOTAL ______________________ = width of finished drapery

2. Divide answer in first step by 15. This will equal the number of cuts per drapery.

   $15\overline{)\quad}$ = ____________________

3. Round the answer in second step up to the nearest whole number, if there is a remainder.

   ____

ASSIGNMENT SHEET #5

4. Add the following to determine drapery length.

   a. Finished length = ______________________

   b. 8" for double 4" hem ______________________

   c. 4" for heading ______________________

   (NOTE: For unlined allow 8".)

   d. Length of repeat in fabric design ________________

   e. 2" ease ________________

   TOTAL ________________

5. Multiply answer in step 4 x answer in step 3. This will equal inches of fabric needed for one drapery.

   Answer in step 4 = ______________

   Answer in step 3 = x______________

   TOTAL ______________

6. Divide answer in step 5 by 36 to find the yards needed for drapery.

   $36\overline{)\quad}$ = ________________

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #6--DETERMINE WIDTH OF SPACES BETWEEN PLEATS FOR LINED CUSTOM DRAPERIES

(NOTE: You may want to work with Job Sheet #7 when filling out this assignment sheet.)

Your draperies are hemmed, with the buckram sewn in, and you are ready to mark them for pleat placement. Use the following information and the steps provided to determine the width of the spaces between pleats. Show your work.

DRAPERIES

Finished width = 56 inches
Half pair width = 26 1/2 inches
Estimated width of each space = 3 inches
Overlap = 3 1/2 inches
Return = 3 1/2 inches

1. Subtract return from finished width to determine width of drapery panel available for spaces between pleats.

   Finished width = ____________________

   Return – ____________________

   TOTAL = ____________________

2. Estimate how large you want the space between the pleats.

   ________ = Estimated width of each space between pleats

3. Divide width of half pair by estimated width of each space.

   (NOTE: This will determine the number of spaces between pleats.)

   $\overline{)}$ = ____________ spaces between pleats

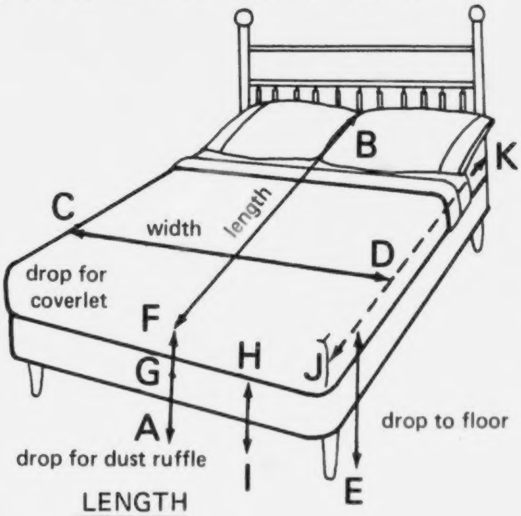
4. Divide width of half pair by number of spaces between pleats. This will determine the exact width of each space.

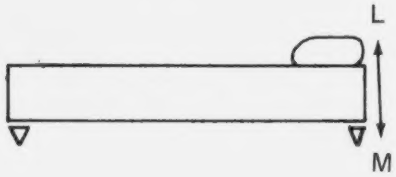
   $\overline{)}$ = ____________ inches distributed among spaces

HOME PRODUCTS
UNIT IV

ASSIGNMENT SHEET #7--CHART BEDSPREAD MEASUREMENTS

Fill out the chart below as you work on Job Sheet #12. Then, use this assignment sheet to help you complete Job Sheets #13-#15.


B
K
C
width
length
D
drop for coverlet
F
G
H
J
A
drop for dust ruffle
I
E
drop to floor



LENGTH INCHES

1. From floor to pillow (A to B) ____________________
2. Behind pillow (L to M) ____________________
3. Pillow tuck and hems ____________________
4. Length of mattress (K to J) ____________________

WIDTH

5. Across top of bed (C to D) ____________________
6. Seam allowances for top of bed ____________________
7. Mattress edge to floor (D to E) ____________________
8. Seam allowances for mattress edge to floor ____________________
9. Mattress edge to 23" below (F to G) ____________________
10. Seam allowance and hem for mattress ____________________
11. Boxspring to floor (H to I) ____________________
12. Hem and seam allowance from boxspring to floor ____________________

HOME PRODUCTS
UNIT IV

JOB SHEET #1--SEW DRAPERY LENGTHS TOGETHER

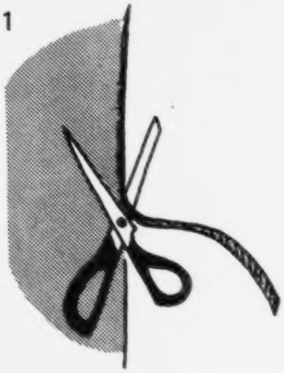
I. Materials and equipment

- A. Cut lengths of fabric
- B. Regular stitch sewing machine
- C. Overcast stitch sewing machine
- D. Matching thread
- E. Curtain weights

II. Procedure

A. Trim selvage from all edges of fabric (Figure 1)

FIGURE 1



(NOTE: Some people clip selvages instead of trimming them. However, trimming selvages ensures no problems.)

B. Sew lengths together using a 1/4" seam allowance, matching fabric design if necessary

(NOTE: Be sure to sew as straight as possible to ensure perfect hanging draperies.)

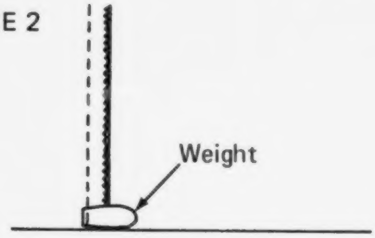
C. Overcast seams together to prevent raveling

JOB SHEET #1

D. Sew or staple curtain weights to the base of each seam (Figure 2)

(NOTE: This step is omitted when constructing sheers.)

FIGURE 2



HOME PRODUCTS
UNIT IV

JOB SHEET #2--PRESS AND HEM SHEER DRAPERIES

(NOTE: Hems are pressed into sheers before they are sewn to make them easier to handle.)

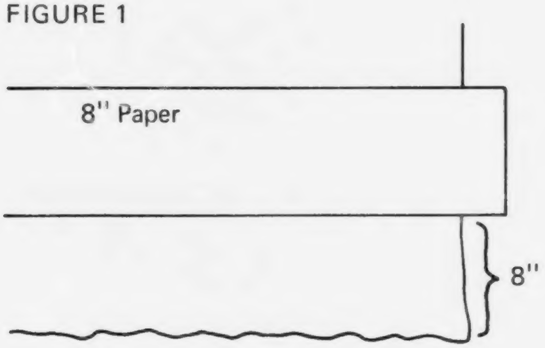
I. Materials and equipment

- A. Long, padded table
- B. Iron
- C. Strips of heavy paper
  - 1. One 8" wide, about 30" long
  - 2. One 3" wide, about 30" long
- D. Pins
- E. Measuring gauge
- F. Blind stitch hemming machine
- G. Sheers with desired amount of widths sewn together

II. Procedure for pressing bottom hems

- A. Lay panel flat on table, wrong side up, with drapery bottom closest to you
- B. Place 8" strip of paper about 8" from drapery bottom (Figure 1)

FIGURE 1

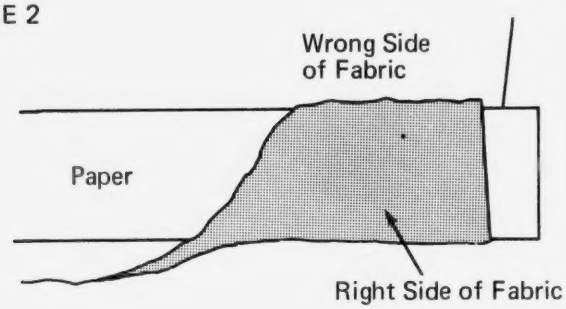


JOB SHEET #2

C. Fold bottom edge of sheer up to meet edge of paper (Figure 2)

(NOTE: Shift paper or fabric, if necessary, to have it measure 8" and lay smoothly.)

FIGURE 2

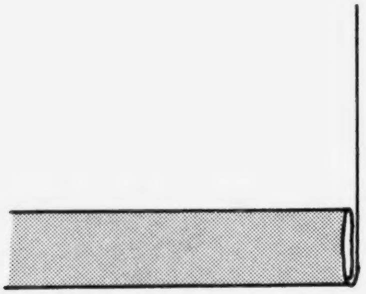


D. Press along edge of fold

E. Remove paper

F. Fold hem under to fold, having raw edge along bottom of drapery inside the hem (Figure 3)

FIGURE 3



G. Press folds

III. Procedure for pressing side hems

A. Lay panel flat on table, wrong side up, with one drapery side closest to you

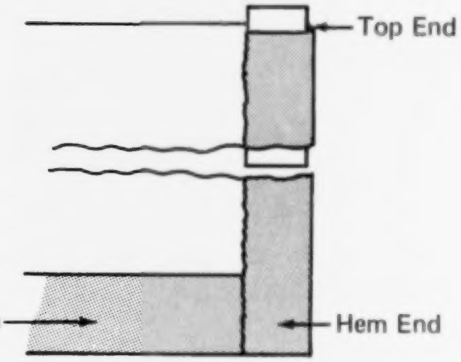
B. Lay 3" strip of paper about 3" from drapery side

JOB SHEET #2

C. Fold outside edge of drapery side in 3" with wrong sides together to meet edge of paper (Figure 4)

(NOTE: Leave bottom hem folded up as you work with side hems.)

FIGURE 4



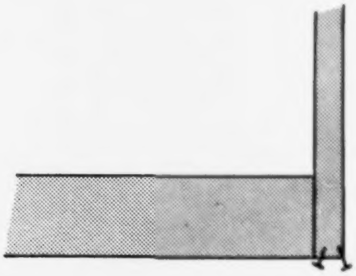
D. Press along edge of fold

E. Fold outside edge in to make a double hem

F. Pin ends into place on padded table (Figure 5)

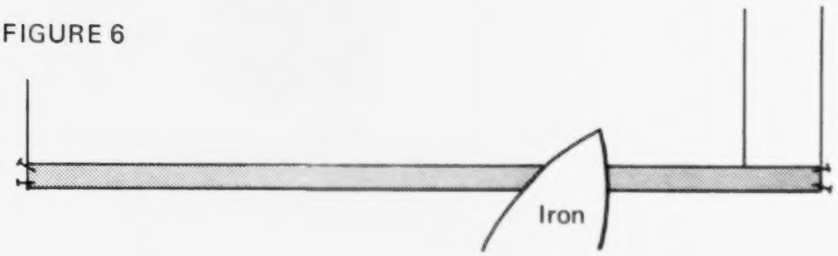
(NOTE: The pinned ends of the hem will be the only portions lying flat.)

FIGURE 5



G. Press side hems (Figure 6)

FIGURE 6



JOB SHEET #2

H. Remove pins and paper

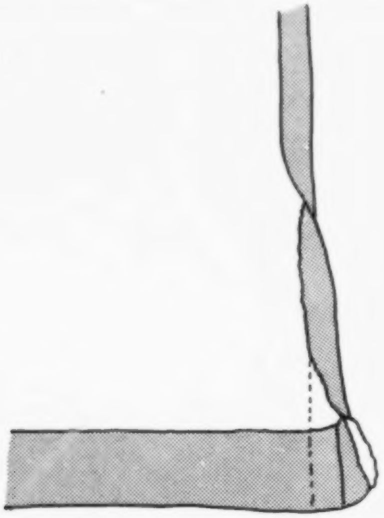
I. Prepare other side of drapery in same manner

J. Fold or drape panel neatly until it is ready to be hemmed

IV. Procedure for hemming sides and bottom

A. Unroll side hem to expose total length of bottom hem (Figure 7)

FIGURE 7



B. Blind stitch complete length of bottom hem while holding hem firmly in place

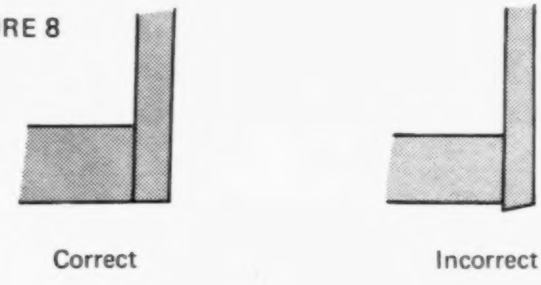
(NOTE: Check hem to be sure tension is correct. Often the machine is set to skip every other stitch to allow for a more transparent hem.)

C. Place side hems back into pressed position

D. Hem side, being sure that hem is even with bottom (Figure 8)

(NOTE: Hold fabric taut so that hem and drapery feed evenly to avoid a twisted hem.)

FIGURE 8



HOME PRODUCTS
UNIT IV

JOB SHEET #3--HEM CUSTOM DRAPERIES

I. Materials and equipment

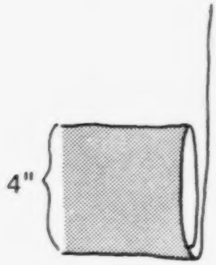
- A. Drapery fabric with lengths sewn together
- B. Lining fabric with lengths sewn together
- C. Measuring gauge
- D. Blind stitch machine
- E. One 8" wide strip of heavy paper about 30" long
- F. One 3" wide strip of heavy paper about 30" long

II. Procedure for hemming bottoms of draperies (lined and unlined)

(NOTE: Bottom of contract draperies are hemmed with a 4" finished single hem. 4 1/2" are turned up and pressed; 1/2" is then turned under, pressed and hemmed.)

- A. Fold drapery hem up 8" using 8" strip of paper as a guide
- B. Press folded edge
- C. Fold raw edge in 4" (Figure 1)

FIGURE 1



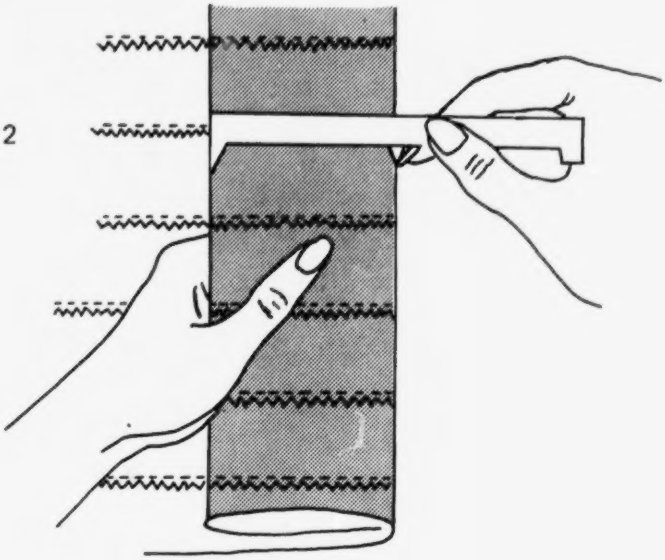
- D. Press folded edge

JOB SHEET #3

E. Blind stitch bottom hem of draperies (Figure 2)

(NOTE: For heavy fabrics it may be necessary to check measurements as you sew. Be sure to match stripes if necessary. Matching stripes ensures straight grain sewing. Some drapery makers use a folder for this hemming operation.)

FIGURE 2



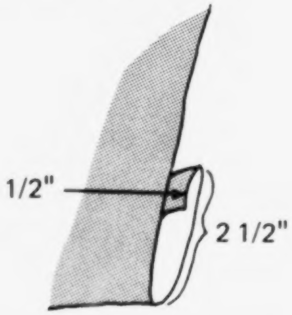
III. Procedure for hemming lining

(NOTE: Leave sides unhemmed.)

A. Turn hem up 3" using 3" piece of paper as a guide

B. Fold raw edge in 1/2" (Figure 3)

FIGURE 3



C. Sew along folded edge using a regular stitch

JOB SHEET #3

IV. Procedure for hemming sides of unlined draperies

(NOTE: Contract draperies have 1 1/2 inch finished single hem on sides. 2" are turned in and pressed; 1/2" is then turned under and pressed.)

A. Hem bottoms of draperies

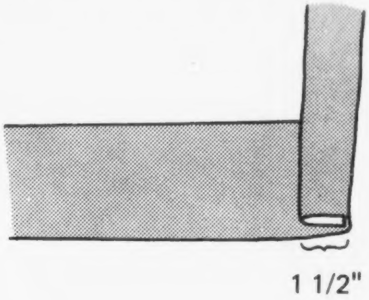
(NOTE: Refer to procedure for hemming bottoms of draperies.)

B. Fold drapery side in 3"

C. Press folded edge

D. Fold drapery edge in 1 1/2" (Figure 4)

FIGURE 4



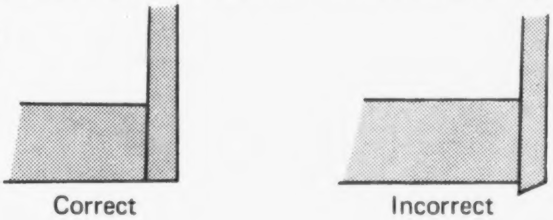
F. Press fold

G. Blind stitch side hem as you fold fabric, measuring as you sew and following stripes if necessary

(NOTE: See Figure 2. Following stripes ensures straight grain sewing. Some drapery makers use a folder for this hemming operation.)

H. Check side hem to make sure it is flush with bottom hem (Figure 5)

FIGURE 5



I. Hem other side of drapery

J. Hand or blind stitch side hem shut at bottom hem

HOME PRODUCTS
UNIT IV

JOB SHEET #4--TABLE DRAPERIES (CHECK DRAPERY LENGTH)

I. Materials and equipment

- A. Large padded table
- B. Pins
- C. Scissors
- D. Masking tape
- E. Long measuring devices (measuring stick, metal tape measure)

II. Procedure for preparing table to check curtain length

(NOTE: It is very important that you use extreme accuracy in preparing the table. Faulty draperies could result from inaccurate measurements.)

A. Measure 2" up from end of table and draw line straight across (Figure 1)

(NOTE: Use pencil, not ink.)

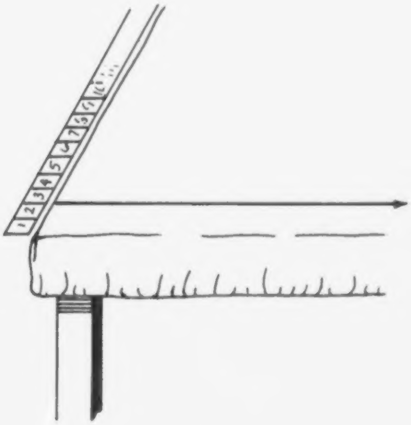


FIGURE 1

JOB SHEET #4

B. Measure from base line up to desired finished length of drapery

C. Draw line parallel to base line

(CAUTION: BE ACCURATE!)

III. Procedure for tabling sheers and unlined draperies

A. Place drapery panel wrong side up on table

B. Hold curtain by hem

C. Pull drapery onto table from table edge, laying hem edge on base line (Figure 2)

(NOTE: Pulling drapery over the edge onto the table is more accurate than laying the drapery on the table and then smoothing it out.)

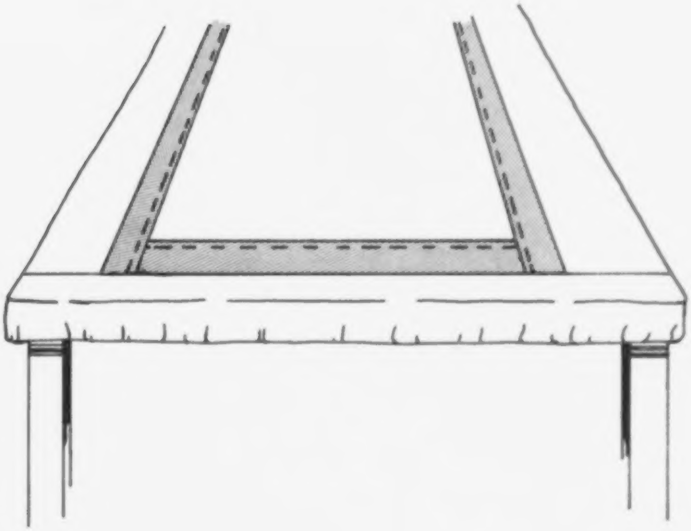


FIGURE 2

JOB SHEET #4

D. Pin one side of drapery to table being sure that side is square to hem (Figure 3)

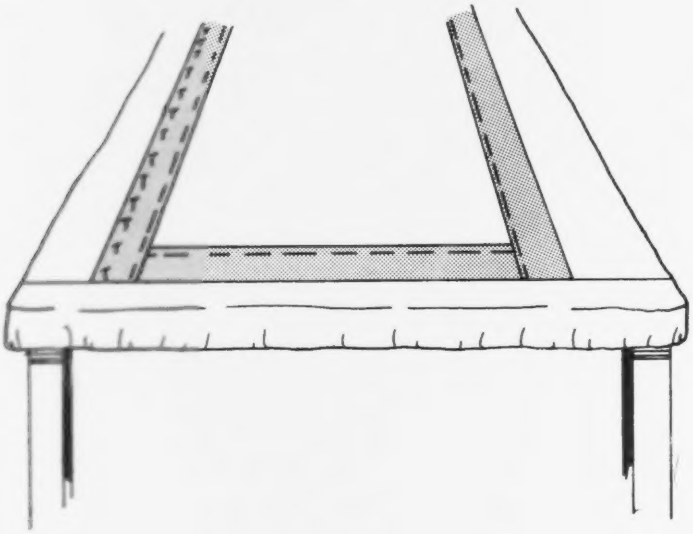


FIGURE 3

E. Smooth out any folds in the drapery

(CAUTION: Be careful not to pull or stretch drapery; this would prevent it from hanging evenly.)

F. Fold over sides if they extend over the width of the table (Figures 4 and 5)

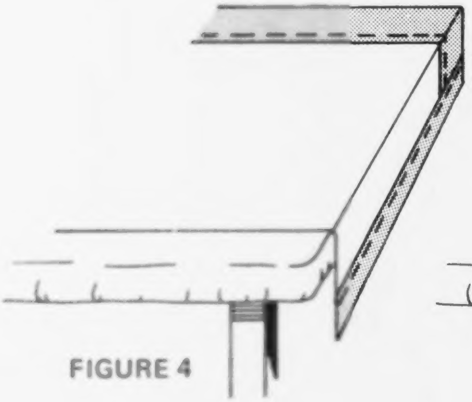

Extending Over the Width of the Table

FIGURE 4

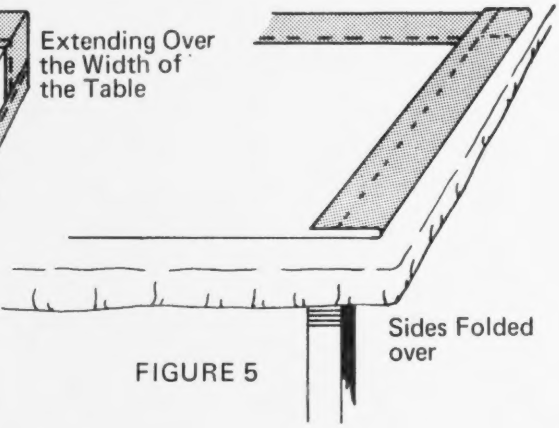

Sides Folded over

FIGURE 5

JOB SHEET #4

G. Fold top edge down along finished length line (Figure 6)

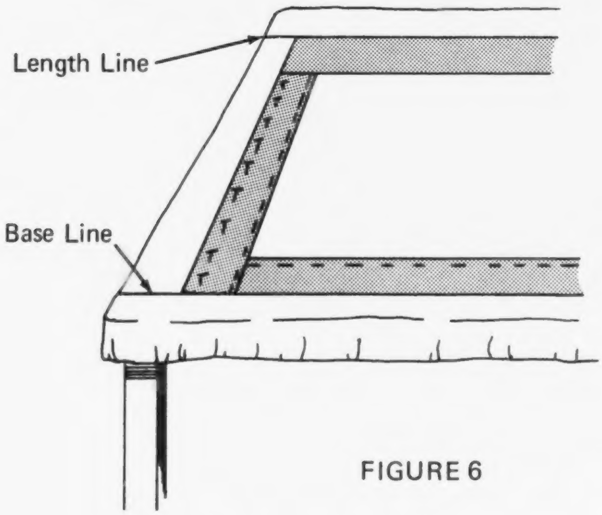


FIGURE 6

H. Press in place

IV. Procedures for tabling lining

(NOTE: Table lining 1 1/4" less than finished length of drapery. Procedures for tabling lining are the same as those for tabling sheers and unlined draperies.)

HOME PRODUCTS
UNIT IV

JOB SHEET #5--SEW BUCKRAM ON DRAPERIES

(NOTE: Sewing buckram onto fabric can be very difficult because all fabrics feed through the machine differently. Too much buckram will cause the fabric to look pulled across the top, while not enough buckram will cause the fabric to bubble.)

I. Materials and equipment

  A. Buckram, 4" wide

  B. Sewing machine

  C. Matching colored thread

  D. Draperies prepared for buckram

    1. Sheer/unlined contract draperies

    2. Lined contract draperies

    3. Sheer/unlined custom draperies

    4. Lined custom draperies

II. Procedure for sheer/unlined contract draperies

  A. Table drapery to desired length

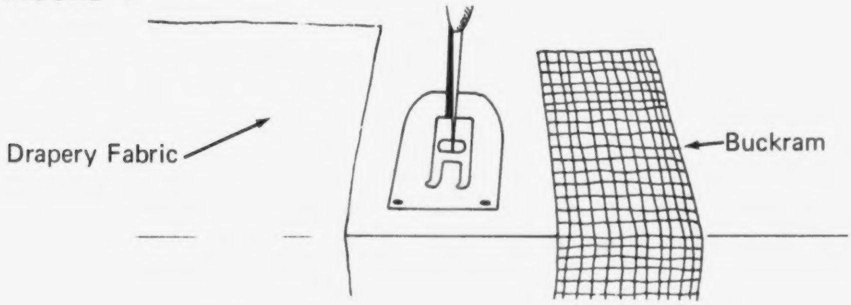
  (NOTE: There should be a minimum of five inches beyond crease line.)

  B. Place drapery wrong side up

  C. Place buckram on right side of machine needle and drapery on left side (Figure 1)

  (NOTE: Buckram should be shorter than the width of the drapery fabric by the amount needed for side hems. This is usually 2 or 3 inches on each side.)

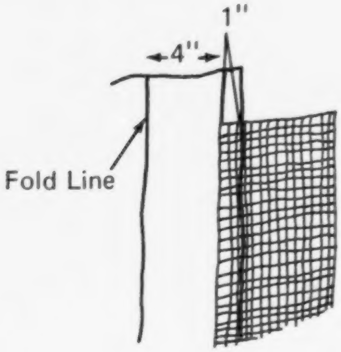
FIGURE 1



JOB SHEET #5

D. Place buckram on drapery fabric 4" from fold line (Figure 2)

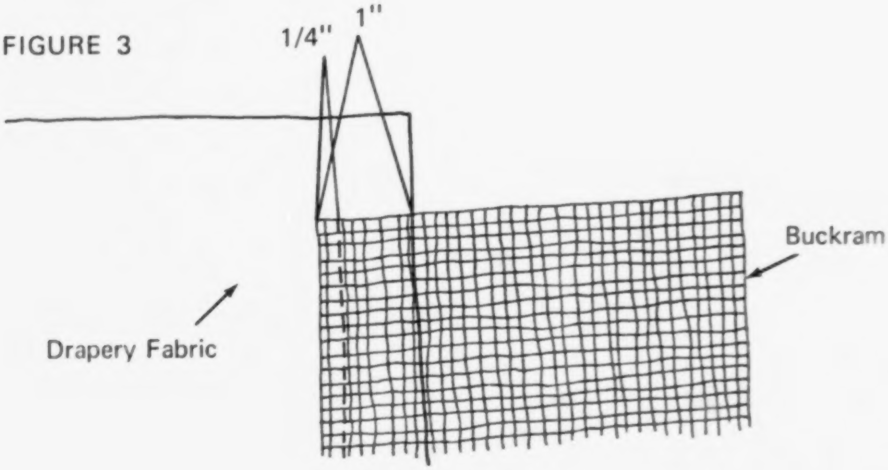
FIGURE 2


1"
4"
Fold Line

E. Stitch buckram to drapery using about a 1/4" seam allowance and large stitches (Figure 3)

(NOTE: Depending upon the structure of the buckram, small stitches may weaken it.)

FIGURE 3


1/4"
1"
Buckram
Drapery Fabric

F. Trim ends of buckram flush to edge of drapery

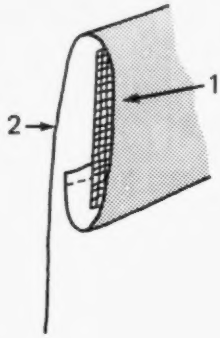
G. Trim drapery fabric 1/4-1/2" from stitching line

JOB SHEET #5

H. Turn buckram to wrong side two times (Figure 4)

(NOTE: There will be only one layer of fabric on the front and back of the buckram. The seam will be on the bottom front.)

FIGURE 4



III. Procedure for lined contract draperies

A. Table drapery and lining to desired lengths

(NOTE: There should be a minimum of one inch beyond crease line.)

B. Place lining right side up on table

C. Unfold

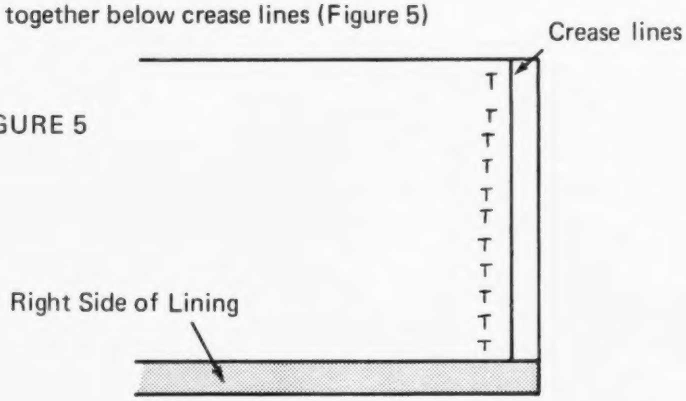
D. Place right side of drape to right side of lining

E. Unfold

F. Match crease lines

G. Pin together below crease lines (Figure 5)

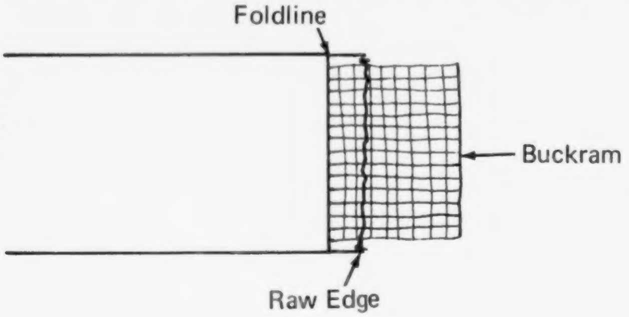
FIGURE 5



JOB SHEET #5

H. Place buckram on wrong side of drapery with edge along foldline; buckram should extend beyond or toward drapery edges (Figure 6)

FIGURE 6

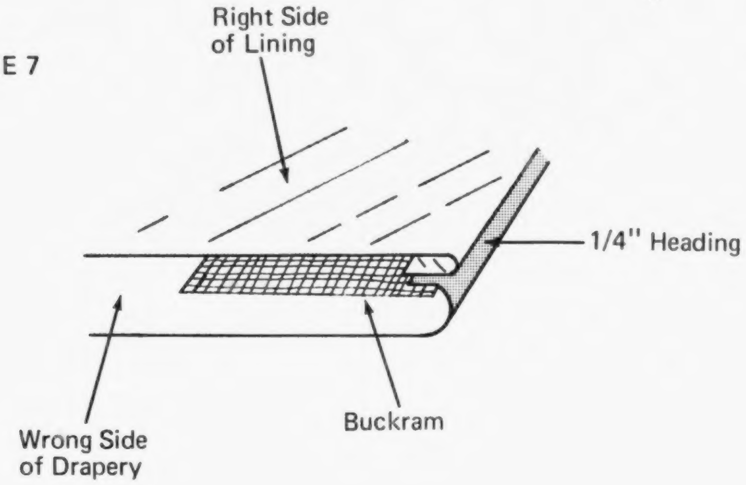

Foldline
Buckram
Raw Edge

I. Stitch 1/4 inch from buckram edge/foldline through all thicknesses

J. Trim ends of buckram flush to ends of drapery

K. Turn right side out (Figure 7)

FIGURE 7


Right Side of Lining
1/4" Heading
Buckram
Wrong Side of Drapery

IV. Procedure for sheer/unlined custom draperies

A. Table drapery to desired length

(NOTE: There should be a minimum of 8 inches beyond crease line.)

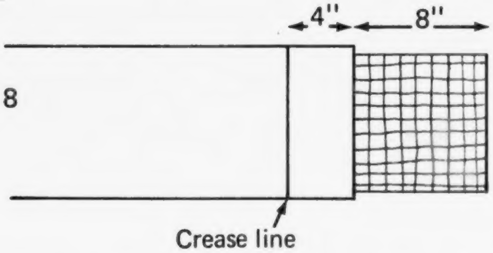
B. Place drapery wrong side up on table

C. Unfold

JOB SHEET #5

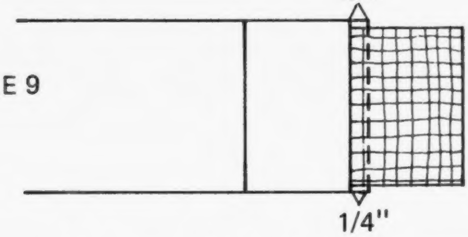
D. Place buckram on wrong side of drapery with edge 4" from crease line (Figure 8)

FIGURE 8



E. Stitch buckram to drapery, 1/4 inch from buckram edge, through all thicknesses (Figure 9)

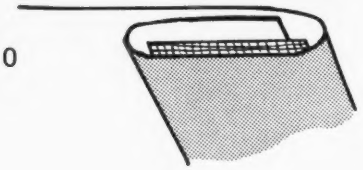
FIGURE 9



F. Trim excess fabric even with buckram 8" from crease line

G. Turn buckram two times to form heading for pleats (Figure 10)

FIGURE 10



V. Procedure for lined custom draperies

A. Table drapery and lining to desired lengths

(NOTE: There should be a minimum of 4 inches beyond crease line.)

B. Place lining right side up on table

C. Unfold

D. Place right side of drapery to right side of lining

E. Unfold

F. Match crease lines

JOB SHEET #5

G. Pin together below crease lines (Figure 11)

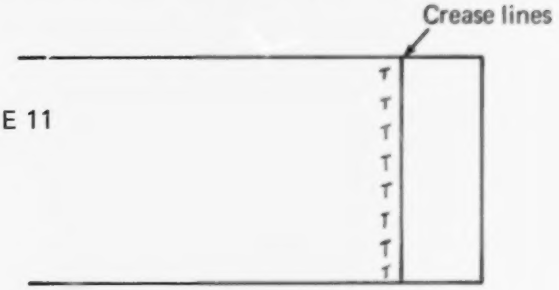

Crease lines

FIGURE 11

H. Place buckram on wrong side of drapery, with edge 4" from crease line (Figure 12)

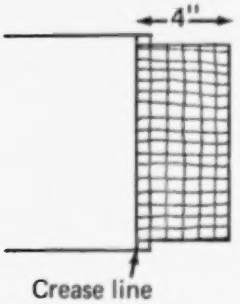

4"
Crease line

FIGURE 12

I. Stitch buckram to drapery, 1/4 inch from buckram edge, through all thicknesses (Figure 13)

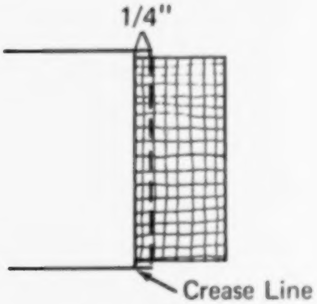

1/4"
Crease Line

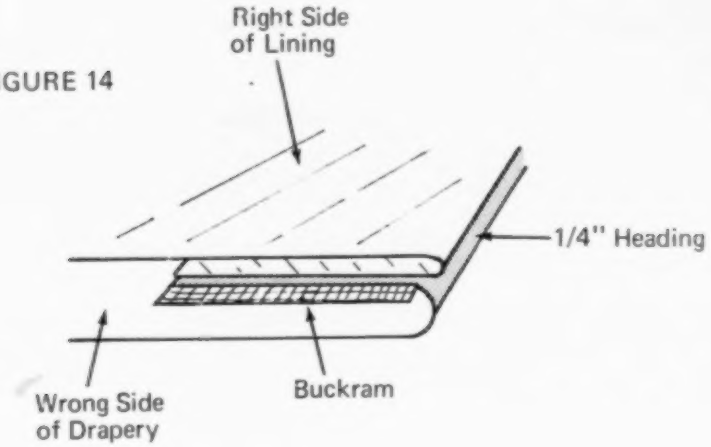
FIGURE 13

J. Trim excess fabric even with buckram 4" from crease line

JOB SHEET #5

K. Turn drapery right side out (Figure 14)

FIGURE 14


Right Side of Lining
1/4" Heading
Buckram
Wrong Side of Drapery

HOME PRODUCTS
UNIT IV

JOB SHEET #6--SEW SIDE HEMS ON LINED DRAPERIES

I. Materials and equipment

   A. Drapery and lining sewn together on buckram and turned

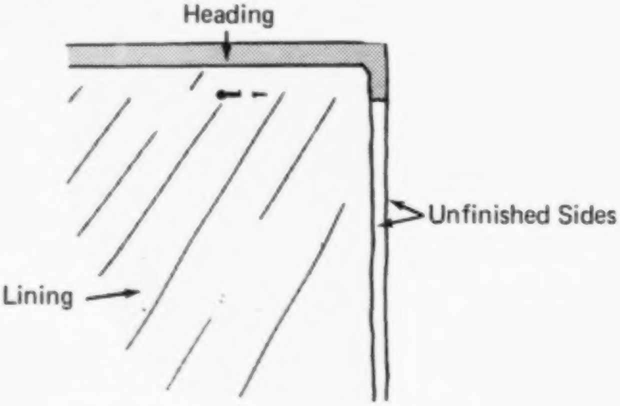
   B. Blind stitch machine

II. Procedure for contract draperies

   A. Pull lining and fabric tightly around buckram with heading showing on lining side

   B. Pin a few inches from unfinished sides (Figure 1)

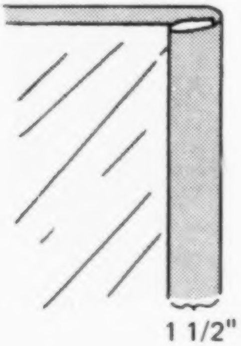
FIGURE 1



   C. Fold side of drapery (lining and drapery together) in 2"

   D. Fold raw edge in 1/2", leaving a 1 1/2" hem (Figure 2)

FIGURE 2

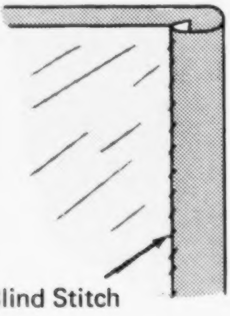


JOB SHEET #6

E. Blindstitch folded edge to drapery (Figure 3)

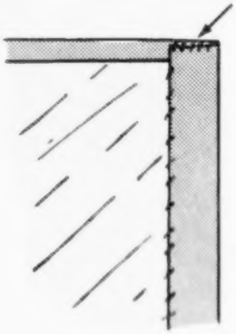
(NOTE: You can start sewing on either end of the hem, but keep hem on straight grain.)

FIGURE 3



F. Sew ends of draperies shut by hand or with blindstitch machine (Figure 4)

FIGURE 4



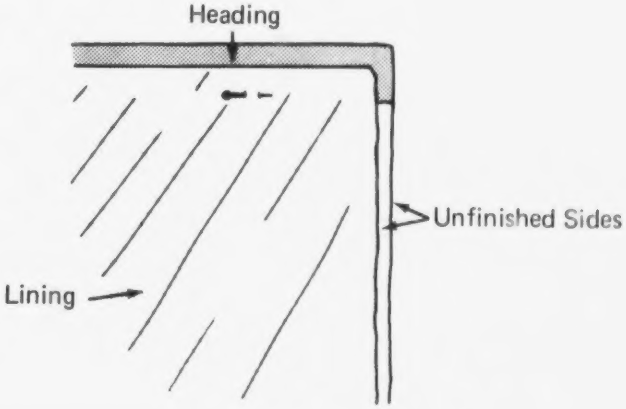
III. Procedure for custom draperies

A. Pull lining and fabric tightly around buckram with heading showing on lining side

JOB SHEET #6

B. Pin a few inches from unfinished sides (Figure 5)

FIGURE 5

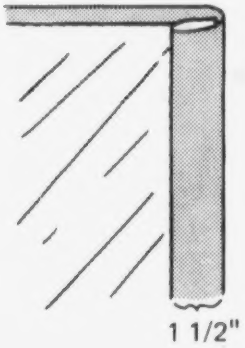

Heading
Unfinished Sides
Lining

C. Fold side of drapery (lining and drapery together) in 3"

(NOTE: Some drapery makers prefer doubled hems on the side.)

D. Fold raw edge in 1 1/2", leaving a 1 1/2" hem (Figure 6)

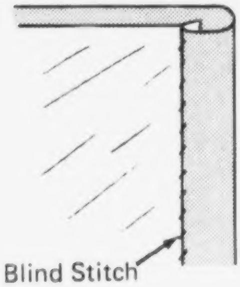
FIGURE 6



E. Blindstitch folded edge to drapery (Figure 7)

(NOTE: You can start sewing on either end of the hem, but keep hem on straight grain.)

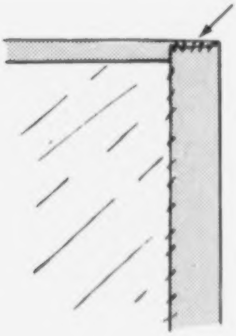
FIGURE 7


Blind Stitch

JOB SHEET #6

F. Sew ends of draperies shut by hand or with blindstitch machine (Figure 8)

FIGURE 8



HOME PRODUCTS
UNIT IV

JOB SHEET #7--DETERMINE AND MARK PLEAT PLACEMENT

(NOTE: Remember that the space between the pleats is exactly the same between each pleat, but the spaces used to make up the pleat itself may vary. This job sheet should be used after Assignment Sheet #3 has been completed.)

I. Materials and equipment

- A. Heavy paper, such as tag board
- B. Ruler
- C. Scissors
- D. Tape measure
- E. Pins
- F. Pencil
- G. Marking device

  Examples: Chalk, soap, tap marker

II. Procedure

- A. Place pins on top of drapery to mark return and overlap (Figure 1)

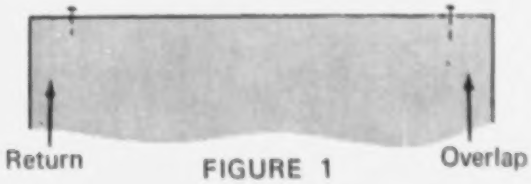


FIGURE 1

- B. Cut a strip of heavy paper 4" wide
- C. Mark off the strip into identical sizes the width of the spaces between the pleats as figured on Assignment Sheet #3 (Figure 2)

  (NOTE: You will need to mark as many pieces as you have pleat spaces.)

Penciled Mark
Strip

FIGURE 2

JOB SHEET #7

D. Between each mark draw an arrow going across the strip (Figure 3)

(NOTE: This is very important as it will prevent any confusion about which side of the square goes across the drapery, which could cause an incorrect fit.)

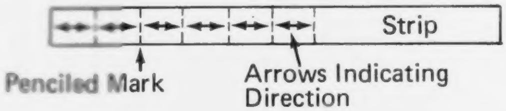


FIGURE 3

E. Cut strip apart along penciled lines

F. Place one card with the 4" side against pin that marks boundary of return with top edge of card along top of drapery (Figure 4)

(NOTE: All arrows will be going across drapery.)

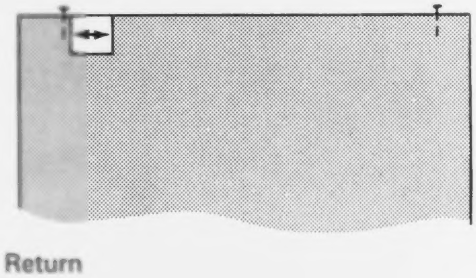


FIGURE 4

G. Place another card against opposite pin that marks boundary of overlap with top edge of card along top of drapery (Figure 5)

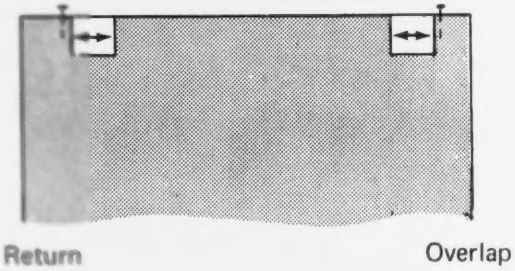


FIGURE 5

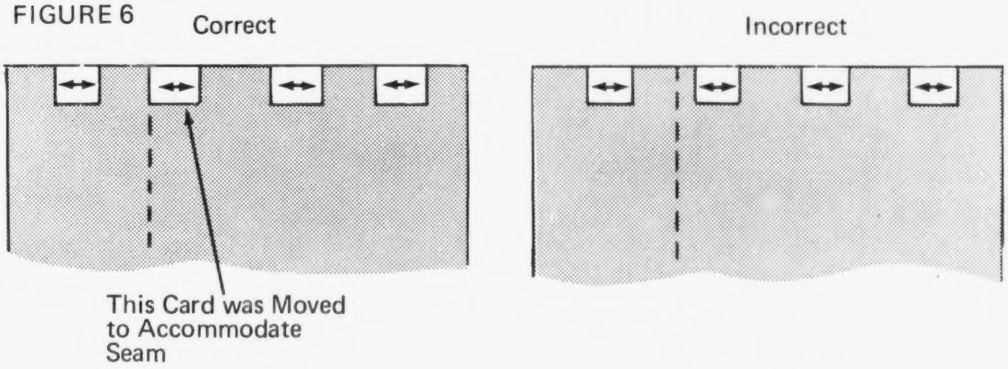
H. Place all other cards on drapery, eye-measuring so that spaces appear equal between them

JOB SHEET #7

I. Relocate cards if seam in drapery is not along the side of a card (Figure 6)

(NOTE: This will cause some variation in spaces used to make pleats. However, this will not be detected after draperies are constructed.)

FIGURE 6


Correct
Incorrect
This Card was Moved to Accommodate Seam

(NOTE: If relocating card to accommodate seam causes extreme variation, you could trim and rehem one end of the drapery to relocate the seam.)

J. Mark along sides of cards

K. Place pin or piece of tape on back of space used for making pleat so that you will be able to distinguish between spaces and pleats

HOME PRODUCTS
UNIT IV

JOB SHEET #8--SEW PLEATS INTO DRAPERIES

I. Materials and equipment

A. Sewing machine

B. Matching colored thread

C. Draperies marked for pleating

II. Procedure

A. Sew each top end of the drapery shut from fold to fold through the buckram (Figure 1)

(NOTE: Be sure that buckram does not show through ends and that all layers of fabric are caught underneath.)

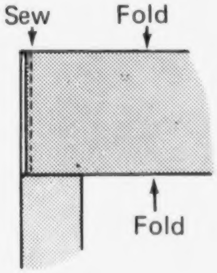

Sew
Fold
Fold

FIGURE 1

B. Place the first two marked sewing lines together with right sides of fabric out and wrong side of drapery to the inside (Figure 2)

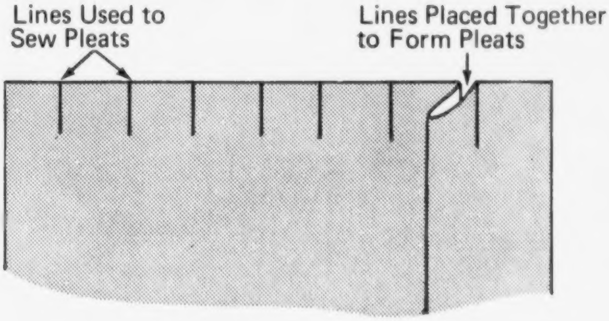
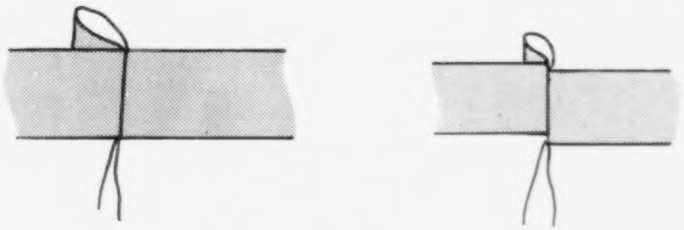

Lines Used to Sew Pleats
Lines Placed Together to Form Pleats

FIGURE 2

JOB SHEET #8

C. Check that top edges of the drapery meet (Figure 3)

FIGURE 3



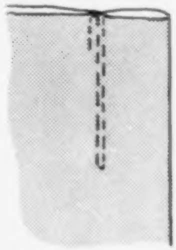
Correct

Incorrect

(NOTE: This is a very important step. Pleats that are folded wrong in the initial steps cause draperies to hang unevenly.)

D. Sew along marked line, backstitching first and then sewing over sewing line twice through the 4" width of the buckram (Figure 4)

FIGURE 4



(NOTE: The stitches in Figure 4 will be on top of each other in actual construction but have been shown spread apart here for ease of visualizing the step. You may wish to use a **T**-gauge on your sewing machine to help you sew straight to prevent draperies from hanging unevenly. See Figure 5.)

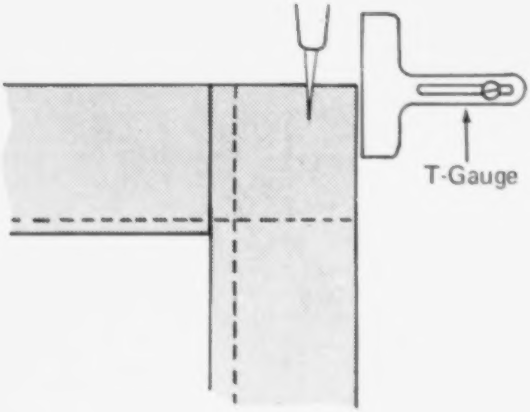


FIGURE 5

JOB SHEET #8

E. Sew all pleats in this manner (Figure 6)

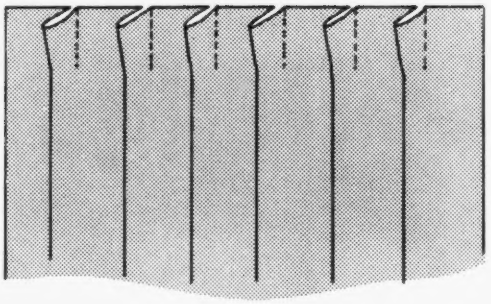


FIGURE 6

F. Hold pleat at fold (Figure 7)

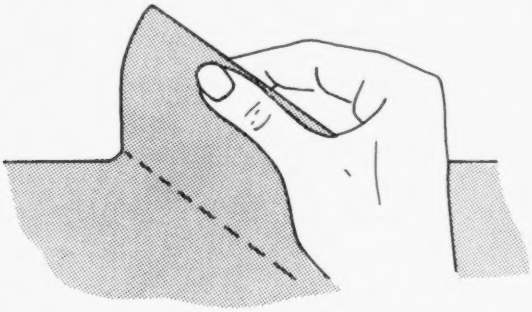


FIGURE 7

G. Push clasped fold to the sewn line, forming three similar sized pleats (Figure 8)

(NOTE: You may need to work with fold to get similar sized pleats.)

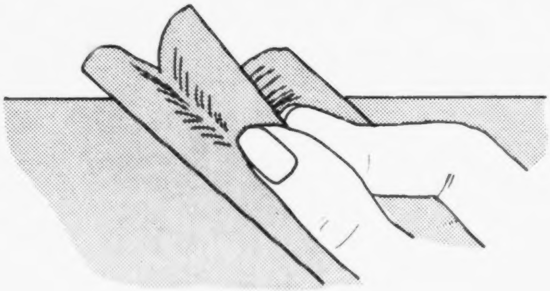


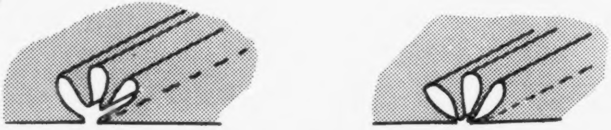
FIGURE 8

JOB SHEET #8

H. Check that folds of pleats are not pushed too closely to sewn line (Figure 9)

(NOTE: Pleats will hang better if pleats are not forced to the stitching line.)

FIGURE 9



Correct

Incorrect

I. Sew a bartack through all pleats 1/2" from base of buckram and 1/2" from folded edges of pleats (Figure 10)

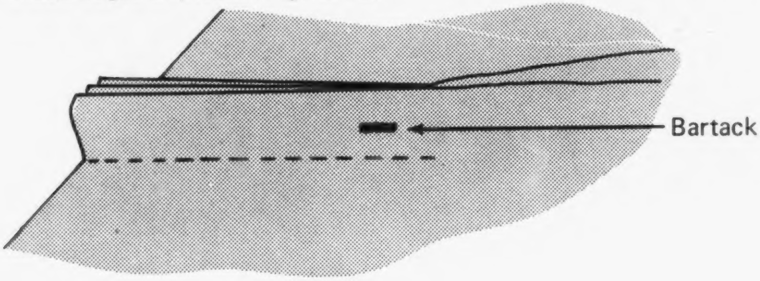


FIGURE 10

HOME PRODUCTS
UNIT IV

JOB SHEET #9--CONSTRUCT ROUND TABLECLOTH

I. Materials and equipment

A. Fabric

B. Measurement of finished length

C. String

D. Pencil

E. Scissors

II. Procedure

A. Cut two lengths of fabric the finished length of the tablecloth plus 2" for hem

(NOTE: More fabric will be needed if fabric design is to be matched.)

B. Cut one length of fabric in half, lengthwise, dividing fabric into two equal pieces (Figure 1)

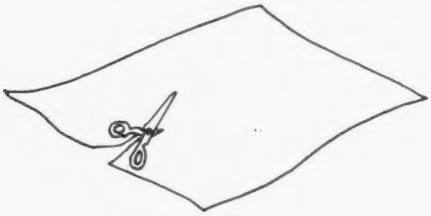


FIGURE 1

C. Cut off selvage from each piece

JOB SHEET #9

D. Sew one-half width onto each side of the full width, matching fabric design if necessary (Figure 2)

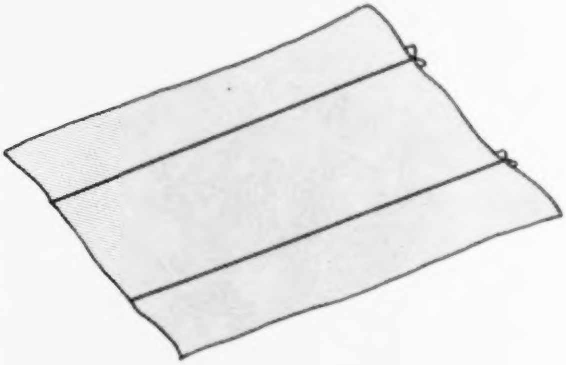
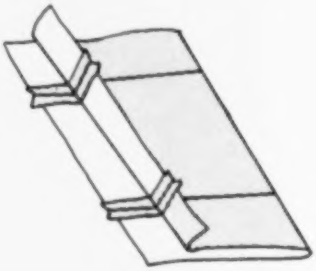


FIGURE 2

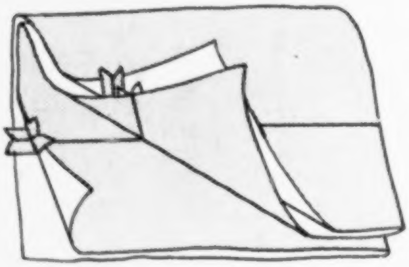
E. Fold panel in half with right side out, matching seams underneath (Figure 3)

FIGURE 3



F. Fold once again from the other direction, matching seams underneath (Figure 4)

FIGURE 4



G. Cut string several inches longer than the radius of the tablecloth

(NOTE: Radius is the distance from the center point to the outer edge of a circle.)

H. Tie one end of string to a pencil close to the point

JOB SHEET #9

I. Place string end without pencil in the folded corner (Figure 5)

J. Place pencil on either fold, having string measure the radius of the tablecloth including hem allowance (Figure 5)

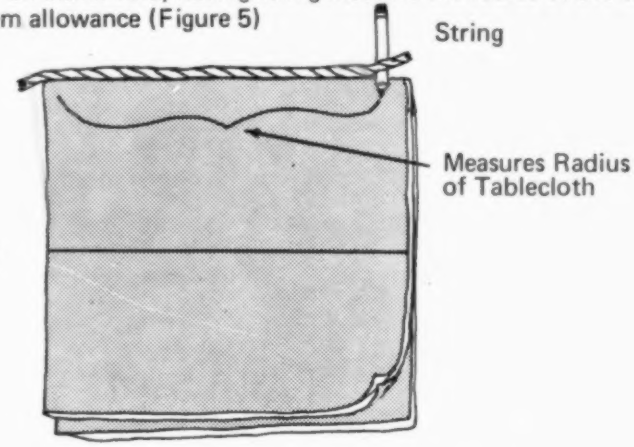


FIGURE 5

K. Hold string taut at corner and swing pencil to other folds, marking the fabric (Figure 6)

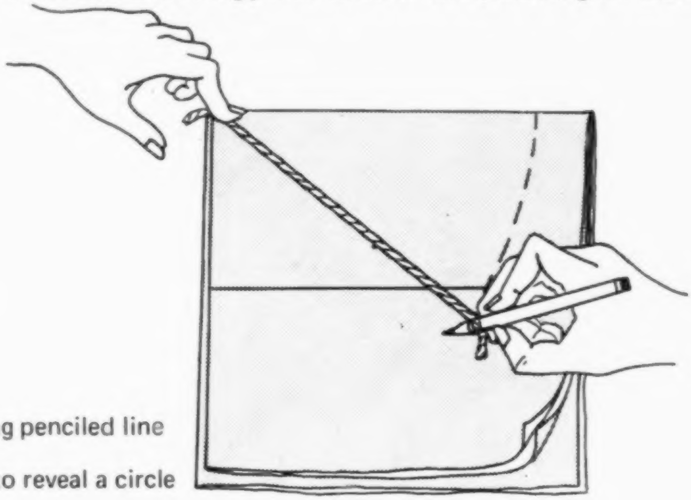


FIGURE 6

L. Cut fabric along penciled line

M. Unfold fabric to reveal a circle

N. Sew in a 1/2" hem with 1/4" turned in (Figure 7)

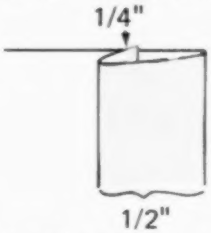


FIGURE 7

(NOTE: Some find it easier to sew a narrower hem. Trim hem if this is the preferred method.)

HOME PRODUCTS
UNIT IV

JOB SHEET #10--MAKE CORDING

I. Materials and equipment

A. Cording

(NOTE: The diameter will depend upon customer preference; the length will depend upon the project.)

B. Fabric

C. Sewing machine

D. Zipper foot

E. Measuring stick

F. Pencil

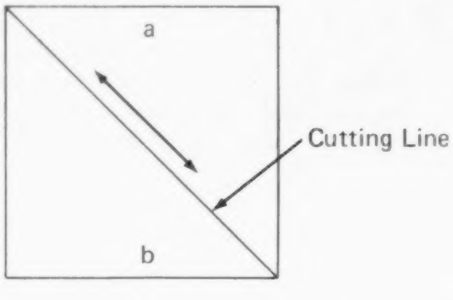
G. Chalk

II. Procedure for cutting bias strips

(NOTE: As work progresses through each step, mark fabric by using letters as shown in each Figure. These markings will aid in the construction of the bias tube for cutting bias strips.)

A. Press a crease on true bias and cut along crease (Figure 1)

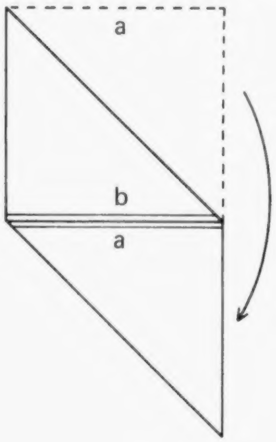
FIGURE 1



JOB SHEET #10

B. Sew straight edge **a** to straight edge **b**, using 1/4-inch seam allowance (Figure 2)

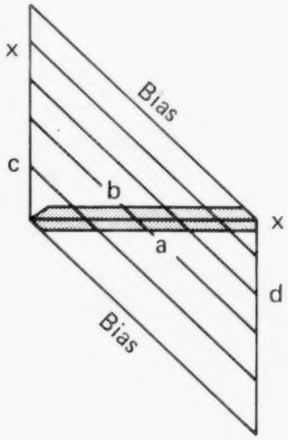
FIGURE 2



C. Press seam open

D. Measure with measuring stick and mark with chalk the width of bias strips (Figure 3)

FIGURE 3



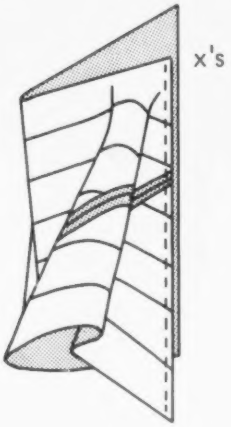
E. Bring straight-grain edge **c** to **d**, right sides together, carefully matching **x**'s (Figure 4)

(NOTE: One width of bias will extend at both top and bottom of the tube.)

JOB SHEET #10

F. Stitch **c** to **d** (Figure 4)

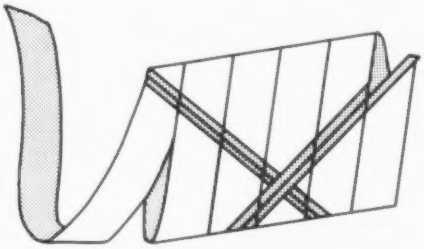
FIGURE 4



G. Press seam open

H. Cut along marked lines for one continuous bias strip (Figure 5)

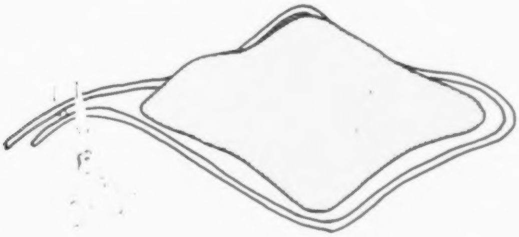
FIGURE 5



III. Procedure for sewing cording into strip

A. Cut amount of cording needed for project, allowing a few extra inches (Figure 6)

FIGURE 6

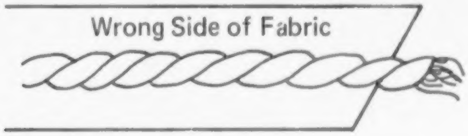


JOB SHEET #10

B. Sew bias strip around cording

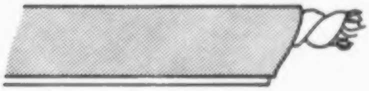
1. Place cord in center of strip on wrong side of fabric (Figure 7)

FIGURE 7



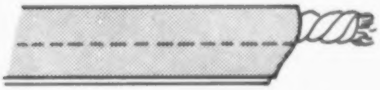
2. Bring raw edges of strip together (Figure 8)

FIGURE 8



3. Sew strip together close to cording, using a zipper foot (Figure 9)

FIGURE 9



(NOTE: Sew close to the cord but not too tight. If stitching line is too tight to the cord, you will have trouble covering the line of stitching when you are sewing it into your item.)

HOME PRODUCTS
UNIT IV

JOB SHEET #11--SEW CORDING INTO PILLOW

I. Materials and equipment

A. Fabric for pillow

B. Cording prepared for pillow (Job Sheet #10)

C. Sewing machine with zipper foot

D. Filling for pillow

E. Pencil

F. Needle

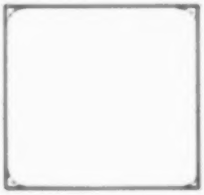
II. Procedure

A. Cut two squares of fabric the desired size of the pillow, including seam allowance on all sides

(NOTE: The pillow will appear smaller after it is stuffed.)

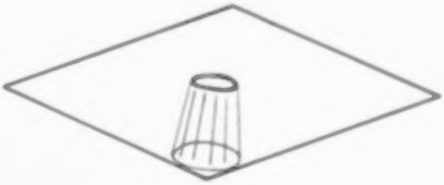
B. Round off each corner (Figure 1)

FIGURE 1



(NOTE: To round corners you may find it easier to use the edge of a bowl or glass and mark with a pencil. See Figure 2.)

FIGURE 2



JOB SHEET #11

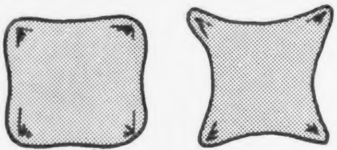
C. Check to see that all rounded corners look uniform

D. Trim all corners following penciled lines

(NOTE: Rounding corners provides a smoother, finished look. See Figure 3.)

FIGURE 3

Finished Pillows



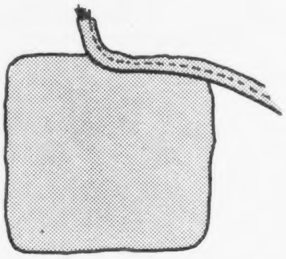
Corners are Rounded

Corners were not Rounded

E. Place one square of pillow right side up

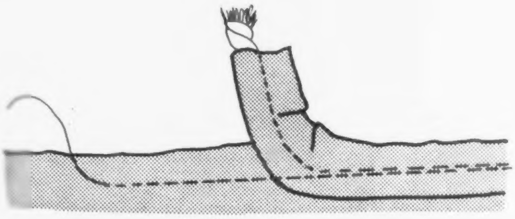
F. Start cording in the middle of a side, leaving the tail out and matching raw edges (Figure 4)

FIGURE 4



G. Sew across tail starting 1/4" from raw edge and following stitching line on cording (Figure 5)

FIGURE 5



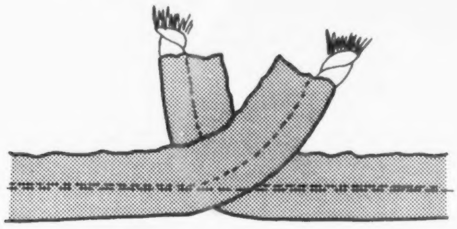
(NOTE: Keep raw edges of pillow and cording together as you sew to assure straight sewing.)

H. Sew cording around complete distance of pillow, following raw edge

JOB SHEET #11

I. Cross end tail of cording over beginning tail and sew over crossing (Figure 6)

FIGURE 6

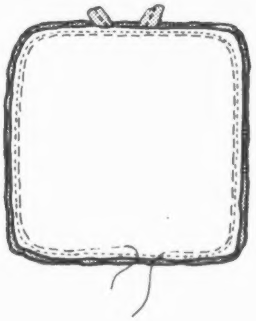


J. With right sides together, place other square of fabric over the one with cording, matching edges

K. Pin edges occasionally

L. Sew layers together (Figure 7)

FIGURE 7



1. Start on side opposite the crossed ends of cording
2. Sew just inside the row of stitching used to secure cording
3. Leave a 3" to 4" opening

M. Turn pillow inside out

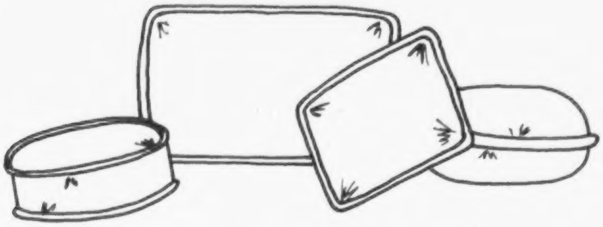
N. Fill pillow through opening

JOB SHEET #11

O. Hand sew opening shut

(NOTE: A square pillow with cording in the middle has been used to illustrate this procedure. Pillows may be sewn in a variety of shapes and forms. See Figure 8.)

FIGURE 8



HOME PRODUCTS
UNIT IV

JOB SHEET #12--MEASURE BED FOR BEDSPREAD CONSTRUCTION

(NOTE: Measurements from Assignment Sheet #4 should be used with this job sheet.)

I. Materials and equipment

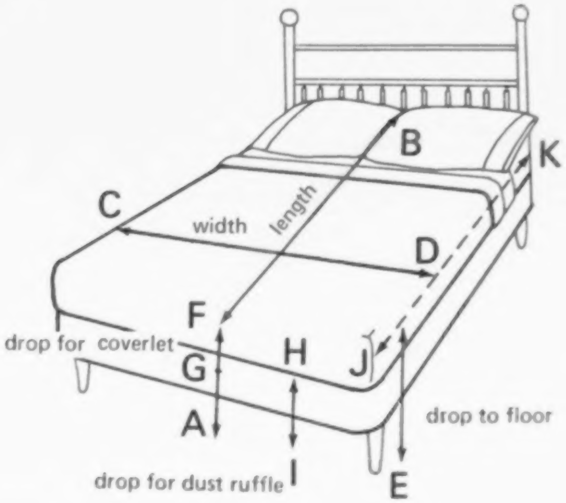
   A. Metal tape measure

   B. Straight pins

   C. Bed prepared for measurement

II. Procedure for measuring length (Figure 1)

FIGURE 1

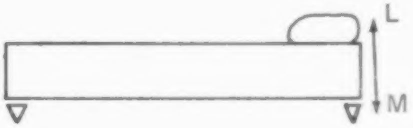

B
K
C
width
length
D
F
drop for coverlet
G
H
J
A
drop to floor
drop for dust ruffle
I
E

   A. Measure 1" from floor to end of pillow (line A-B)

   B. Measure from end of pillow down behind bed (line L-M) (Figure 2)

      (NOTE: This length depends upon the style of the bed and the customer's preference.)

FIGURE 2



JOB SHEET #12

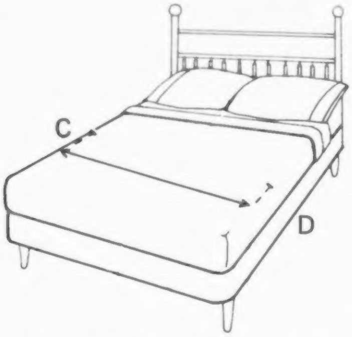
C. Add 14" for tucking under pillow and for hems

D. Measure length of mattress (line J-K) for reference if needed

III. Procedure for measuring width (Figure 1)

A. Measure from C to D, placing pins where edge of mattress is defined (Figure 3)

FIGURE 3



B. Add 1/2" for each seam allowance on top of bed

C. Measure from mattress edge to 1" above the floor (D-E)

D. Add 1/2" for each seam allowance used from mattress edge to floor

E. Measure from edge of mattress to 2" to 3" below mattress (F-G)

F. Add 1/2" for seam allowance and 2" for hem used from mattress edge to 2" to 3" below mattress

G. Measure from top of box springs to 1" above floor (H-I)

H. Add 1/2" for seam allowance and 2" for hem used from box spring to floor

HOME PRODUCTS
UNIT IV

JOB SHEET #13--CONSTRUCT A THROW BEDSPREAD

(NOTE: Measurements from Assignment Sheet #4 should be used with this job sheet.)

I. Material and equipment

   A. Fabric

   B. Sewing machine

   C. Bed measurements (Assignment Sheet #4)

II. Procedure

   A. Cut two widths of fabric the desired length of the bedspread plus 2" for hems

   (NOTE: This will include measurements A-F, F-B, and L-M. More fabric will be needed if there are designs to be matched.)

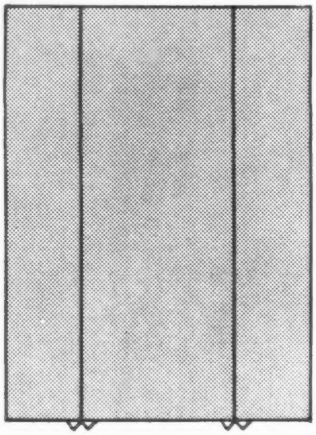
   B. Split one width of fabric in half lengthwise

   C. Trim off all selvages

   D. Sew a half length to each side of the full length (Figure 1)

   (NOTE: Match designs if there are designs to be matched.)

FIGURE 1



   E. Determine measurement of bedspread width and add at least 2" for hems

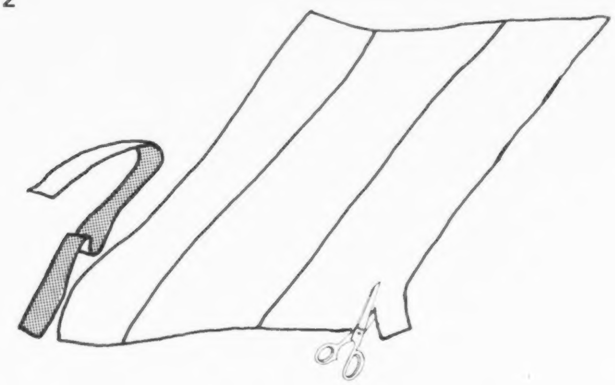
   (NOTE: This will include measurements C-D and D-E.)

JOB SHEET #13

F. Apply this measurement to the width of the bedspread already constructed

G. Cut off equal amounts from both width halves to fit the desired measurement (Figure 2)

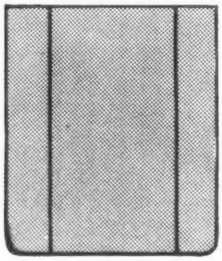
FIGURE 2



H. Round off corners of bedspread that will be placed at the foot of the bed (Figure 3)

(NOTE: You may wish to use a large round object to help draw curves.)

FIGURE 3



I. Hem all edges with a 1" hem

(NOTE: If fabric is heavy, trim off 1" hem and use bias bound edges with or without cording.)

HOME PRODUCTS
UNIT IV

JOB SHEET #14--CONSTRUCT A TAILORED BEDSPREAD

(NOTE: Measurements from Assignment Sheet #4 should be used with this job sheet.)

I. Materials and equipment

   A. Fabric

   B. Sewing machine

   C. Matching colored thread

   D. Scissors

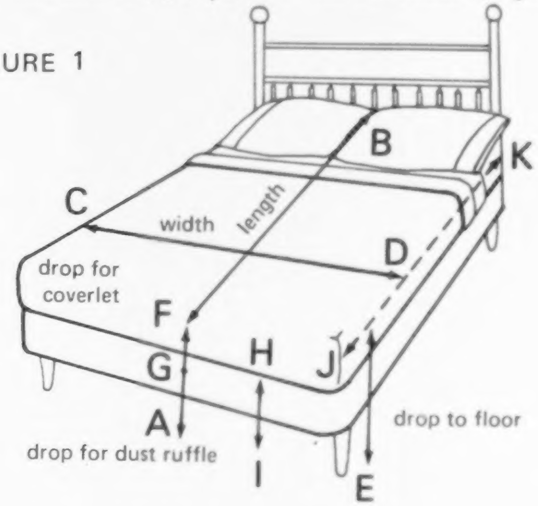
   E. Measuring device

II. Procedure

   A. Determine size of top of bed

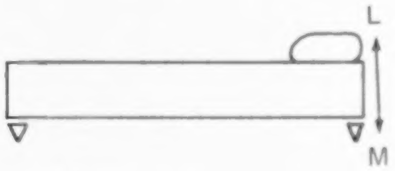
      1. Measure line B-F plus 14" for undertuck (Figure 1)

FIGURE 1


B
K
C
width
length
D
drop for coverlet
F
G
H
J
A
drop for dust ruffle
I
E
drop to floor

      2. Measure line L-M (Figure 2)

FIGURE 2



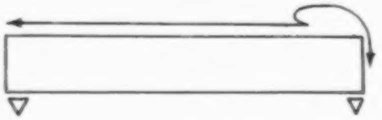
      3. Measure line C-D (Figure 1)

JOB SHEET #14

B. Make top section of bedspread

1. Cut one length of fabric using the above length measurements and center it on your bed (Figure 3)

FIGURE 3



2. Measure distance between fabric and mattress edge

   (NOTE: Be sure the distance is exactly the same on both sides of the center fabric. Reposition center fabric if necessary.)

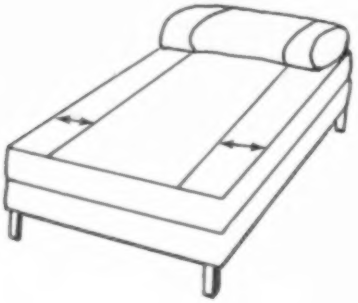
3. Cut two strips of fabric to be sewn onto the lengthwise edges of the first width (Figure 4)

   a. Match fabric, if required, before cutting strips

   b. Make strips equal in size

   c. Allow 1/4" on both sides of strips for seams

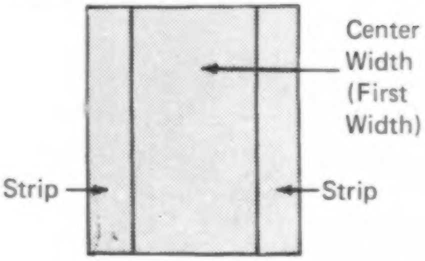
FIGURE 4



C. Finish seams with zigzag stitch

D. Sew strips to center width (Figure 5)

FIGURE 5

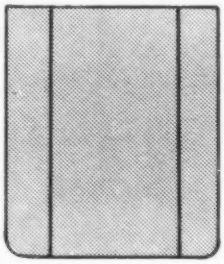


JOB SHEET #14

E. Round off corners at foot of bedspread (Figure 6)

(NOTE: You may wish to use a large bowl to help draw curves.)

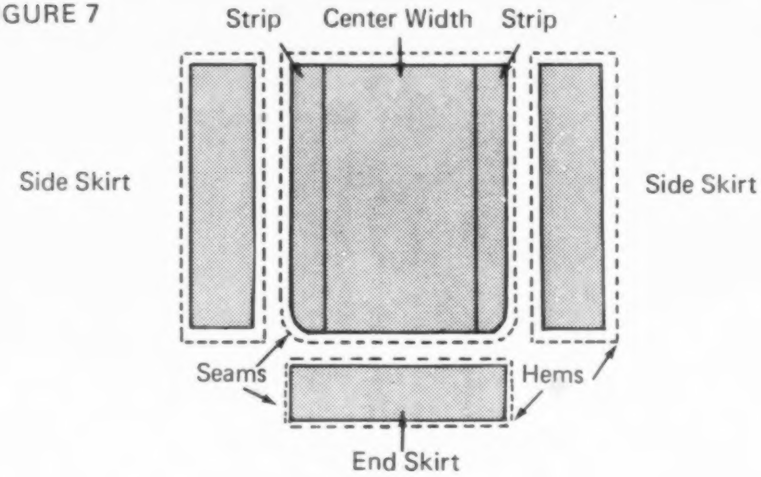
FIGURE 6



F. Cut skirt pieces for tailored bedspread (Figure 7)

1. Measure height of skirt using line A-F or D-E plus 1/2" on top edges for seam and at least 1" on bottom for hems
2. Measure length of two side skirts using line B-F (length of the bedspread top) plus at least 1" for side hems and any length required to match patterns
3. Measure length of end skirt using line C-D plus at least 1" for side hems and any length required to match patterns

FIGURE 7



G. Hem bottom and sides of skirt pieces

H. Sew skirt to bedspread top using a 1/2" seam

(NOTE: It is common to use cording in this step.)

JOB SHEET #14

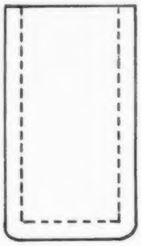
I. Finish raw seam at head of bedspread

J. Sew in corner pieces (optional)

(NOTE: If the bed has corner posts, omit corner pieces.)

1. Cut two pieces of fabric the same height as unfinished height of side skirt pieces and about 12" wide
2. Round off bottom corners (Figure 8)

FIGURE 8



3. Hem the two long sides and rounded end of each corner piece using a 1" hem
4. Machine stitch remaining raw edge at corners of bedspread between side and front skirts (Figures 9 and 10)

FIGURE 9

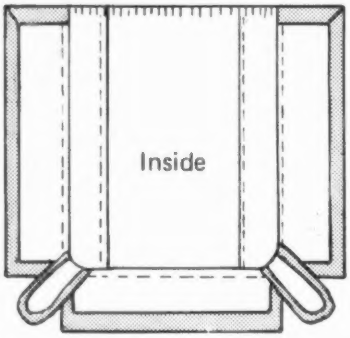
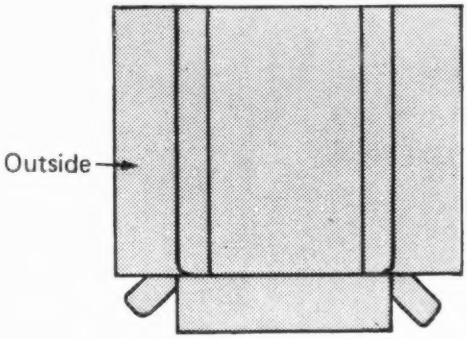


FIGURE 10



HOME PRODUCTS
UNIT IV

JOB SHEET #15--CONSTRUCT A COVERLET AND DUST RUFFLE BEDSPREAD

(NOTE: Measurements from Assignment Sheet #4 should be used with this job sheet.)

I. Materials and equipment

  A. Muslin or similar fabric

  B. Fabric for dust ruffle

  C. Sewing machine

II. Procedure for coverlet--Use either the throw (Figure 1) or tailored (Figure 2) type bedspread pattern but shorten to 2"-3" over box springs

FIGURE 1

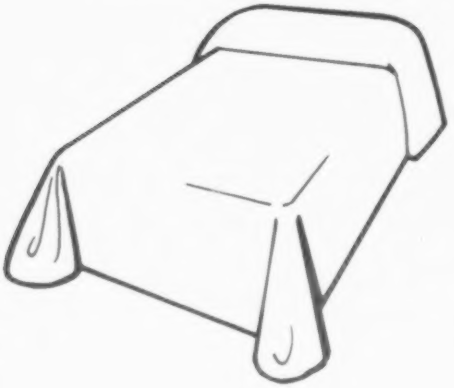
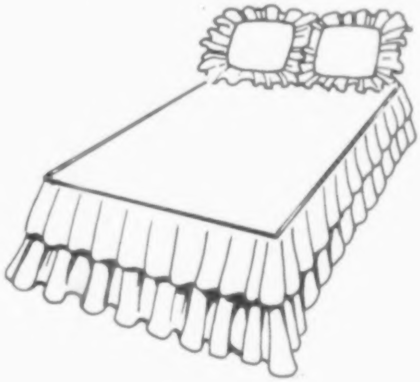


FIGURE 2



JOB SHEET #15

III. Procedure for dust ruffle

A. Piece and sew muslin into same shape as top of box springs, leaving 1/2" seam allowance on each side

(NOTE: These measurements will be C-D and J-K. Remember to round off front corners.)

B. Determine length needed for dust ruffle

1. Double length of sides

2. Double length of front

3. Add 1/2" for each seam allowance

C. Determine width of dust ruffle

1. Measure line H-I, allowing dust ruffle to be 1" from floor

2. Allow 1/2" on top edge for seam

(NOTE: The wider seam allowance is for gathering.)

3. Add at least 1" on bottom edge for hem

D. Cut dust ruffle the needed length and width

E. Hem bottom of dust ruffle

F. Gather top edge of dust ruffle

G. Sew gathered edge of ruffle to two long sides and end with rounded corners (Figure 3)

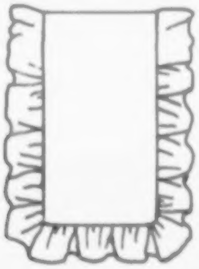
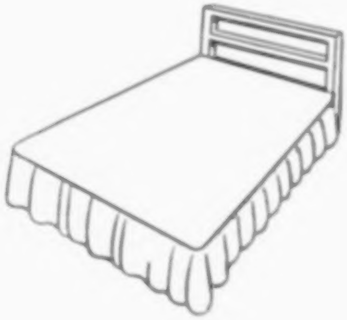


FIGURE 3

JOB SHEET #15

H. Place completed dust ruffle on box springs (Figure 4)

FIGURE 4



I. Place mattress over muslin

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

UNIT OBJECTIVE

After completion of this unit, the student should be able to name resources used to locate custom sewing jobs, describe possible problems in working with customers, plan a sewing work area, and count change. This knowledge will be evidenced by completion of assignment sheets, job sheets, and unit test with a minimum of 85 percent accuracy.

SPECIFIC OBJECTIVES

After completion of this unit, the student should be able to:

1. Describe the advantages of a custom sewing career.
2. Name resources used to locate custom sewing jobs.
3. Name places to meet with potential customers.
4. Describe possible problems in working with customers.
5. Complete a chart on methods of determining labor cost and the advantages and disadvantages of each method.
6. Select from a list factors that determine a satisfied customer.
7. Select from a list factors to consider when buying a sewing machine.
8. Select from a list characteristics of a desirable sewing area.
9. Name factors to consider when organizing equipment and supplies.
10. Plan a sewing work area.
11. Write "Work Wanted" ad.
12. Rate sewing machines.
13. Count change.
14. Demonstrate the ability to count back change.

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

INFORMATION SHEET

I. Advantages of a custom sewing career

   A. Job security--Clothing is almost always in demand everywhere

   B. Job demand--In most places, custom workers are at a premium

   C. Home business--Possibility of working at home allows the combination of child care and homemaking with a career

   D. Self-employment--Independence from a company allows development and use of your own techniques

   E. Economic factors--If you are good at your job, you will be in demand and may be able to name your own price

II. Resources used to locate custom sewing jobs

   A. Want ads

   B. Fabric stores

   (NOTE: Customers often use the excuse of "not having time to sew" for not buying fabric; the store can use you in this case. Give them your name and phone number.)

   C. Word of mouth

   (NOTE: Tell everyone you know that you are in business.)

   D. Good reputation

III. Places to meet with potential customers

   A. Fabric store that may have recommended you to the customer

   B. Customer's home instead of your home

   C. Your home while a few friends are there

   D. Public place

   Example: Phone conversation--

   > "I will be on campus. Why don't I meet you in the Student Union lounge at 2:30?"
   >
   > or
   >
   > "I will be working on a church activity. Why don't I meet you in the activity room at 2:30?"

INFORMATION SHEET

IV. Possible problems in working with customers

A. Customer wants garment finished in three days or less

B. Customer has unreasonable attitude about cost of your labor

(NOTE: As in food preparation and child care, some people expect you to sew for an extremely low price because "their grandmother did it for them free.")

C. Customer buys pattern sized too small and requests an overall enlargement alteration

D. Customer buys pattern sized too large, not realizing the pattern already includes ease

Example: Person who buys a chest size 40 shirt pattern when their chest measurement is thirty--six inches because they "want four inches of ease room"

E. Customer does not buy enough fabric

F. Customer does not bring thread, zipper, or interfacing, expecting you to supply it

V. Determining cost of labor

(NOTE: Be sure you give customer a price range before you take the job.)

Method of Determining Labor Cost	Advantages	Disadvantages
Paid by job	Possibility of handling more jobs, thus making more money if very skilled and quick in specific operations, such as buttonholes? ability to give customer specific estimate (NOTE: It's a good idea to post set prices.)	Possiblity of underestimating the difficulty of working with the fabric or pattern, resulting in underpayment

INFORMATION SHEET

Method of Determining Labor Cost	Advantages	Disadvantages
Paid by hour	Ability to give customer wider range in estimate; assures at least minimum wage (NOTE: This is especially good if you are unsure of the complexity and, thus, the time required for the job. If at the end of the job, the cost seems somewhat high, you may have to speed up.)	Necessity of keeping good records; possibility of overcharging customer if you are a slow worker; possibility of short-changign yourself if you work quickly
Paid by customers' estimates of garments' worth to them	Possibility of making more money than if paid by the job or by the hour Example: Ask customer, "What do you think is a good price for sewing this shirt?"	Possibility of putting customers "on the spot" and making them feel uncomfortable (NOTE: This is a good method to use if you have more than enough work; you can accept or refuse the customer's offer.)

VI. Factors that determine a satisfied customer

A. Correct fit

B. Quality construction

C. Coordination of fabric with pattern

D. Construction cost in line with fabric quality

(NOTE: Even though you may not have much control over the factors mentioned in C and D, most customers expect and appreciate your opinion when they first discuss the project with you. Remember that you have the right to refuse a job if you do not think it will turn out satisfactorily.)

VII. Factors to consider when buying a sewing machine

(NOTE: It is unlikely that you will find a machine with everything you want.)

A. Look at a variety of machines

(NOTE: Look around first before deciding on a brand, even though your best friend may highly recommend one brand.)

INFORMATION SHEET

B. Request a demonstration of all the machine's capabilities

(CAUTION: Beware of sales people who emphasize decorative stitches as the machine's main selling point.)

C. Test machine stitching with a variety of large fabric scraps

Examples: Wool, corduroy, fluid fabrics

(CAUTION: Beware of stiff fabrics used in demonstrations; almost any quality of machine can perform on these. You may need to bring your own fabric scraps.)

D. Request a loan machine or sew on it at store

E. Discuss particular machines with friends who have used them

F. Research sewing machine performance through consumer magazines

Example: *Consumer Reports*

(NOTE: These magazines are available at the library.)

G. Inquire about guarantee

(NOTE: Most guarantees are good only at the store where the machine is purchased. If you are moving, think twice.)

VIII. Characteristics of a desirable sewing area

A. Relatively undisturbed room or corner

B. Adequate number of conveniently located electrical outlets

C. Adequate lighting

D. Wall within reach

(NOTE: This is for a pegboard.)

E. Access to window, television, and/or children's play center

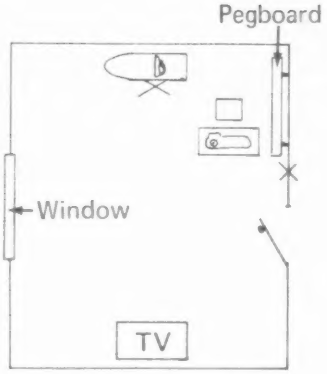
(NOTE: This may make work go by more pleasantly than facing a wall.)

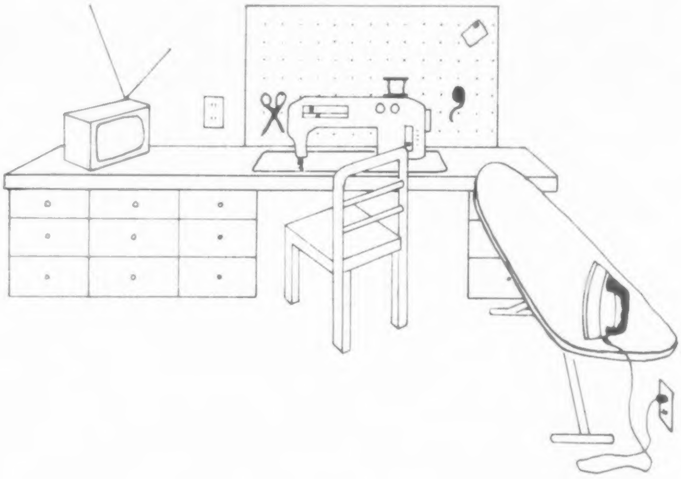
INFORMATION SHEET

IX. Factors to consider when organizing equipment and supplies

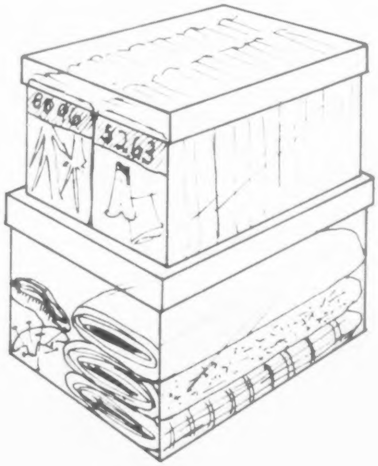
A. Arranging equipment so a minimum of reaching and movement is required

(NOTE: Time is money; wasted steps and motions cost time. Eliminate unnecessary space, especially between iron, machine, and pegboard.)





B. Using clear plastic boxes when storing bobbins, patterns, trims, fabric, thread, and other supplies

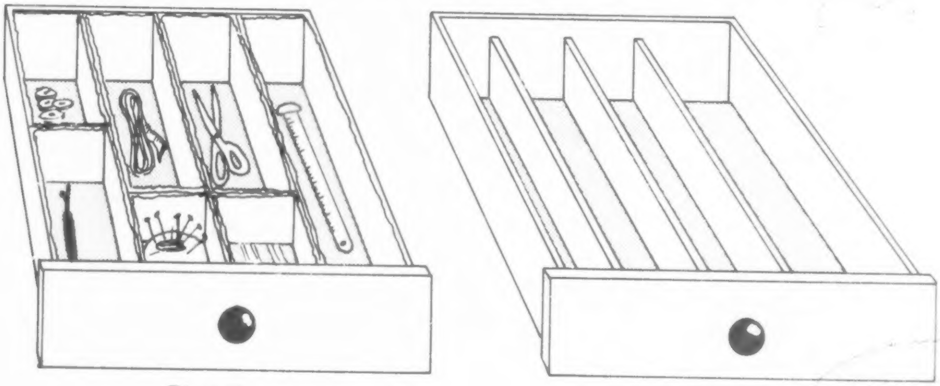


INFORMATION SHEET

C. Having pegboard within reach while sitting at machine

D. Using small boxes or built-in dividers in drawers

Sewing Cabinet



First Drawer

Thread Drawer

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

ASSIGNMENT SHEET #1--PLAN A SEWING WORK AREA

On the grid that follows plan an efficient sewing room by following the directions provided below.

1. Plan to use space available in your present home
2. Draw only the room you plan to use for sewing
3. Pencil in room dimensions using each square to represent one foot
4. Draw in windows, doors, electrical outlets, and any other built-in features of the room

   (NOTE: Be sure to allow for doors that open into the room.)

   Examples: Book shelves, heater
5. Trace over penciled lines with dark ink
6. Cut scaled furniture from the following page and place them on your room plan

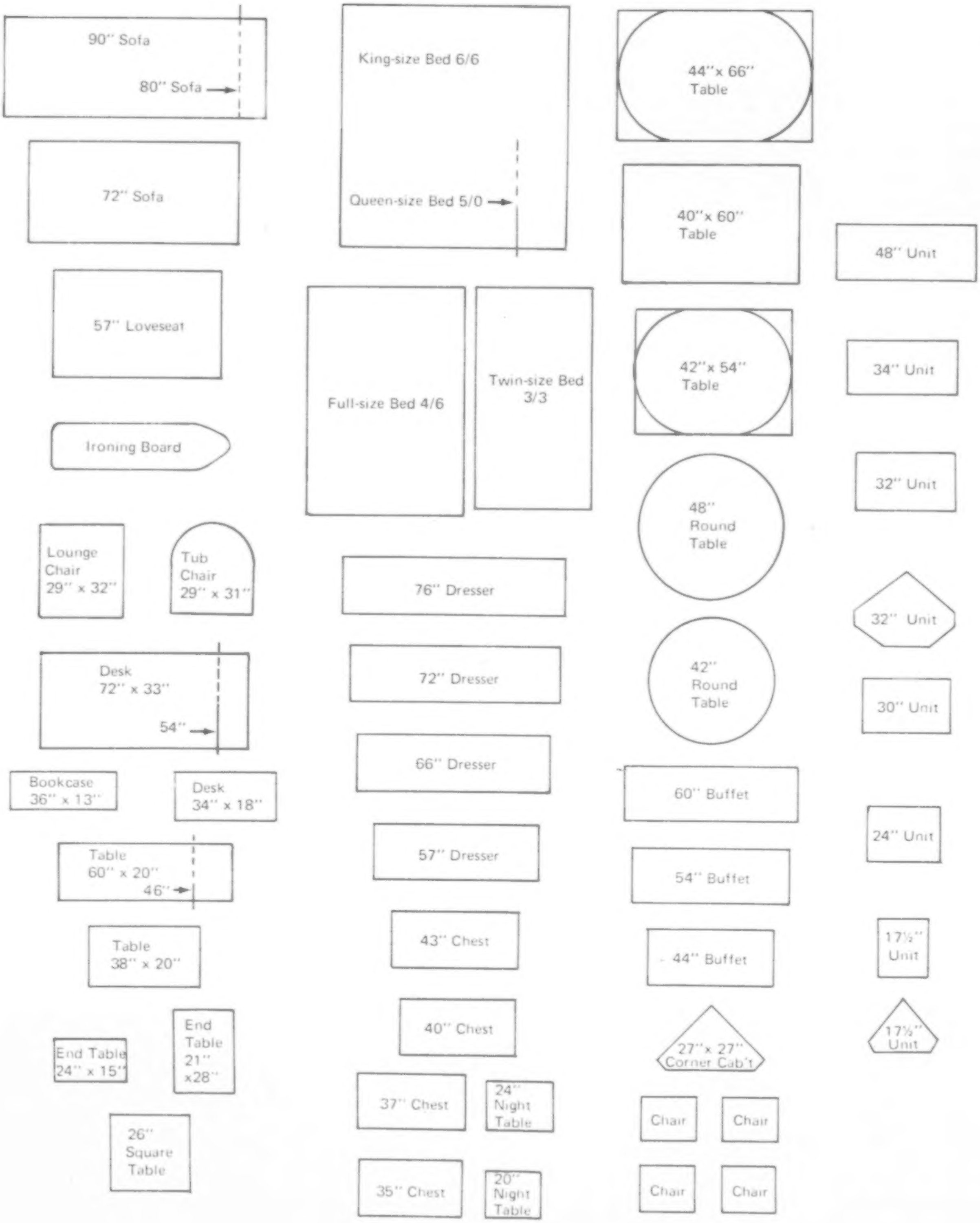
   (NOTE: Use an additional sheet of paper to draw to scale any furniture not included on the next page.)
7. Label each piece of furniture

   (NOTE: You may need to relabel some of the furniture.)
8. Shift scaled furniture around grid of the sewing room for efficiency

   (NOTE: Refer to objectives nine and ten in information sheet.)
9. Glue furniture into position when most efficient arrangement is achieved

   (NOTE: Rubber cement is recommended because it is easy to rework.)

ASSIGNMENT SHEET #1


90'' Sofa
80'' Sofa
72'' Sofa
57'' Loveseat
Ironing Board
Lounge Chair 29'' x 32''
Tub Chair 29'' x 31''
Desk 72'' x 33''
54''
Bookcase 36'' x 13''
Desk 34'' x 18''
Table 60'' x 20''
46''
Table 38'' x 20''
End Table 24'' x 15''
End Table 21'' x28''
26'' Square Table
King-size Bed 6/6
Queen-size Bed 5/0
Full-size Bed 4/6
Twin-size Bed 3/3
76'' Dresser
72'' Dresser
66'' Dresser
57'' Dresser
43'' Chest
40'' Chest
37'' Chest
24'' Night Table
35'' Chest
20'' Night Table
44''x 66'' Table
40''x 60'' Table
42''x 54'' Table
48'' Round Table
42'' Round Table
60'' Buffet
54'' Buffet
44'' Buffet
27''x 27'' Corner Cab't
Chair
Chair
Chair
Chair
48'' Unit
34'' Unit
32'' Unit
32'' Unit
30'' Unit
24'' Unit
17½'' Unit
17½'' Unit

Scale: 1/4" = 1 foot

ASSIGNMENT SHEET #1

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

ASSIGNMENT SHEET #2--WRITE "WORK WANTED" AD

Read the "Job Wanted" ads for sewing and other related jobs from your local and area papers. Using these ads or the ones below as guides, write an ad advertising your job. After writing your ad, use the checklist below to determine its completeness.

(NOTE: Remember, want ads cost money. Keep it short.)

Examples:

Sewing and Alterations

WILL DO sewing and alterations. Some crocheted items also. Reasonable, fast service. 226-5003.

Upholstery

UPHOLSTERY UNLIMITED, Quality upholstering. Custom made draperies. Free estimates, pick-up and delivery. Call 484-4951.

OVER 12 Years Licensed child-care experience, have one full-time opening and before and after school openings. Also, let me watch your children by the weekend while you ski. Village West, 493-5993.

REQUIRED INFORMATION

______ What you are advertising

______ How to contact you

DESIRABLE INFORMATION

______ Eye-catching but professional heading

______ Where you are located (generally)

______ How price is determined

______ How quality is guaranteed

______ When to contact you

______ When work will be done

______ Specialty

______ References available

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

ASSIGNMENT SHEET #3--RATE SEWING MACHINES

Your sewing machine is a critical part of your career success and the center of your operation. Choose your machine with care; it could make or break your business. Use the guidelines below to rate four different brands of sewing machines. Rate each machine on a scale of 1 to 5 on ease and quality of performance by placing the numbers in the squares provided. Add factors that are especially important to you. At the completion of the project, total the points of each machine. The higher the total points, the better the machine.

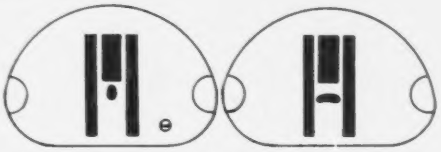
Rating: 5 = Excellent
4 = Good
3 = Average
2 = Fair
1 = Poor

NECESSITIES	Machine Brand Name and Cost			
	$	$	$	$
Operates easily (NOTE: This means no excessive changes in controls for various operations.)				
Zigzags				
Blind hems				
Buttonholes				
Sews on buttons				
Threads easily				
Presser foot changes easily				
Bobbin area cleans easily				
Needle lighted				
Two layers feed evenly (NOTE: Sew two long pieces of equal length together.)				

ASSIGNMENT SHEET # 3

NECESSITIES	Machine Brand Name			
Sews across crotch section on blue jeans				
Sews curves easily				
Sews single layer fluid fabrics without waves when sewn across warp, woof, and bias				
Sews together four layers of fluid fabric with minimum tension change				
Pivots on fluid fabric without skipping				
Comes with guarantee				
Additional personal preferences:				
TOTAL:				
EFFICIENT OPTIONS				
Markings on needle plate				
Free arm				
Feed dog lowering				
No presser foot adjustment needed				
Two speed				
Prolonged reverse without continuous pressure on control				
Knee lever to lift presser foot				
Guide on blind hem presser foot				
Cams				
Built-in button hole maker				

ASSIGNMENT SHEET # 3

EFFICIENT OPTIONS	Machine Brand Name			
Full looking embroidery patterns				
Two throat plates (one with small hole for fluid fabrics) 				
Additional personal preferences:				
TOTAL:				

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

ASSIGNMENT SHEET #4--COUNT CHANGE

(NOTE: This assignment sheet should be used with Job Sheet #1.)

Use the fewest number of coins and bills and record the correct amount of change for each sale listed.

Example:

Sales No.	Amount of Sale	Amount Rec'd	COIN					BILLS		
			1¢	5¢	10¢	25¢	50¢	$1	$5	$10
A	$1.98	$5.00	2					3		

Sales No.	Amount of Sale	Amount Rec'd	COIN					BILLS		
			1¢	5¢	10¢	25¢	50¢	$1	$5	$10
1	$ 2.33	$ 3.00								
2	$ 7.88	$20.00								
3	$ 3.07	$10.00								
4	$ 3.00	$ 5.00								
5	$ 7.14	$20.00								
6	$ 8.12	$10.00								
7	$ .78	$10.00								
8	$12.40	$15.00								
9	$ 9.15	$20.15								
10	$ 4.31	$ 5.50								

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

JOB SHEET #1--COUNT BACK CHANGE

I. Material and equipment

A. Various coins and bills

B. Cash register or simulated cash register

C. Customer

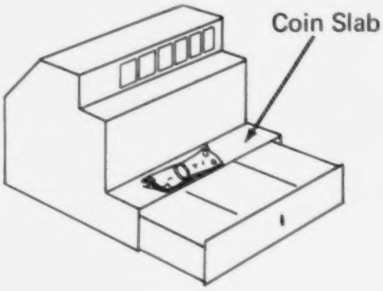
II. Procedure

A. Place money received from customer on coin slab while making change (Figure 1)

(NOTE: If you place money in the register before counting change, there may be a disagreement and you'll have no proof as to how much was actually given.)

(CAUTION: NEVER walk away or turn your back on an open cash register. Some people plan to distract you while having access to an open cash register.)

FIGURE 1



B. Repeat amount of sale and amount of money received by customer

Example: "Total cost, including tax, is $2.87. Two dollars and eighty-seven cents from $10.00 . . ."

C. Count money (change owed to customer) to yourself as it is taken from cash drawer, beginning with amount of bill and counting to amount given by customer

Example: If the customer owes $2.87 and gives you a ten dollar bill, you would say, "That will be two eighty-seven out of ten. Two eighty-seven, two eighty-eight, two eighty-nine, two ninety, three dollars, four, five, and five dollars makes ten. Okay? Thank you."

JOB SHEET #1

D. Make change with the least number of coins and bills

Example: Instead of two dimes and a nickel, give the customer a quarter; instead of seven ones, give the customer a five dollar bill and a two dollar bill or a five dollar bill and two ones. However, you would use smaller coins or bills if you are out of larger denominations

(NOTE: A good way to make change is to count to the nearest quarter and finish the dollar with quarters.)

E. Mention each new dollar denomination throughout to avoid making mistakes

Example: "That will be two eighty-seven out of ten. Two eighty-seven two eighty-eight, two eighty-nine, two ninety, three dollars, four, five, and five dollars makes ten. Correct? Thank you."

F. Count each coin and bill separately

Example: Do not lump all pennies together but count each one separately; lumping change together does not save time because most customers will take time to count the change anyway

G. Subtract any additional change given by the customer and begin counting back from that amount

Example: If the customer owes $2.87 and gives you $5.87, you would count back by saying, "Two dollars, three, four, and five dollars." If the customer owes $2.35 and gives you $5.50, you would reply, "Thirty-five cents out of fifty cents -- thirty-five, forty-five, fifty, and two dollars out of five -- two dollars, three, four, and five dollars. Right? Thank you."

H. Start over if interrupted or politely ask customer to wait for conversation until transaction is completed

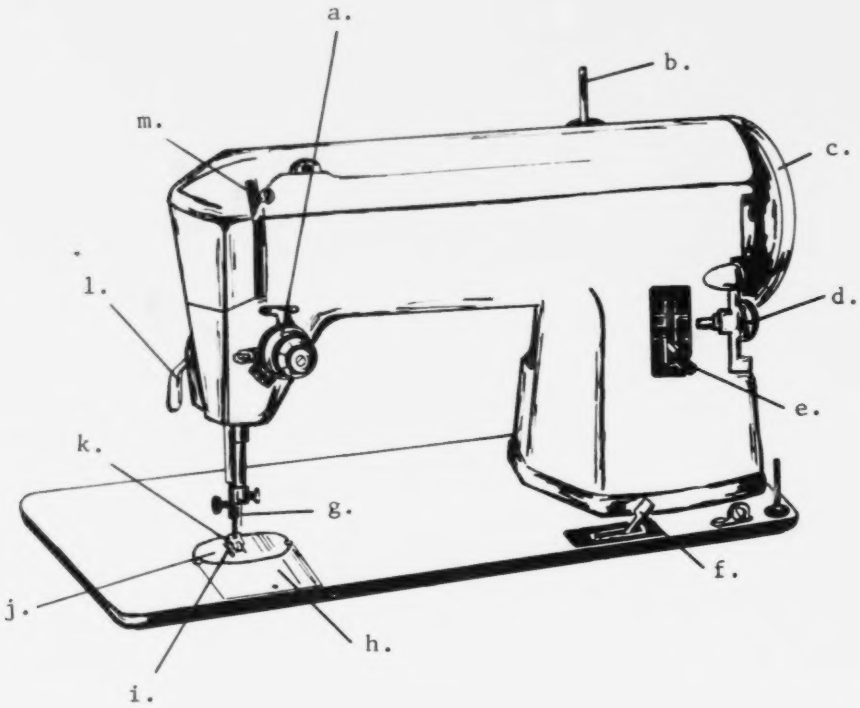
I. Count change directly into customer's hand whenever possible

J. Never argue or accuse a customer of cheating

K. Cash check for other than the exact amount before receiving payment for goods and services

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

TEST--PART 1a


a.
b.
m.
c.
l.
d.
e.
k.
g.
f.
j.
h.
i.

a.____________________________

b.____________________________

c.____________________________

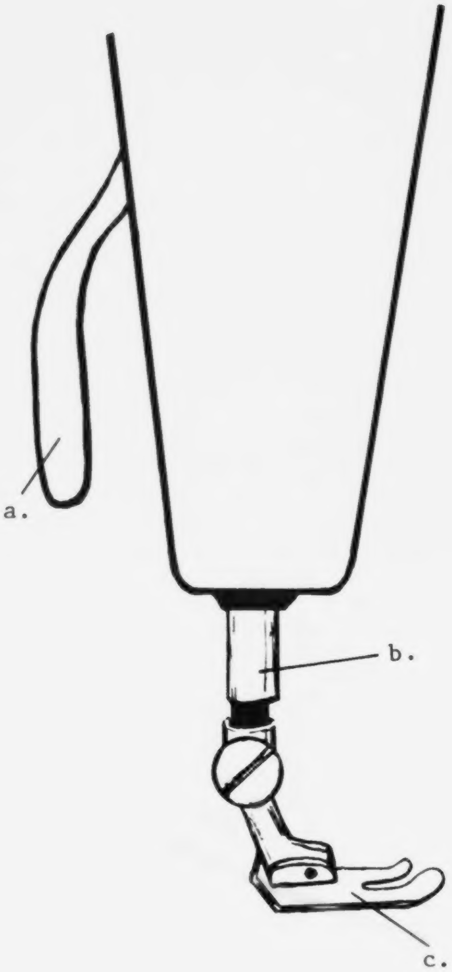
d.____________________________

e.____________________________

f.____________________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

TEST--PART 1b



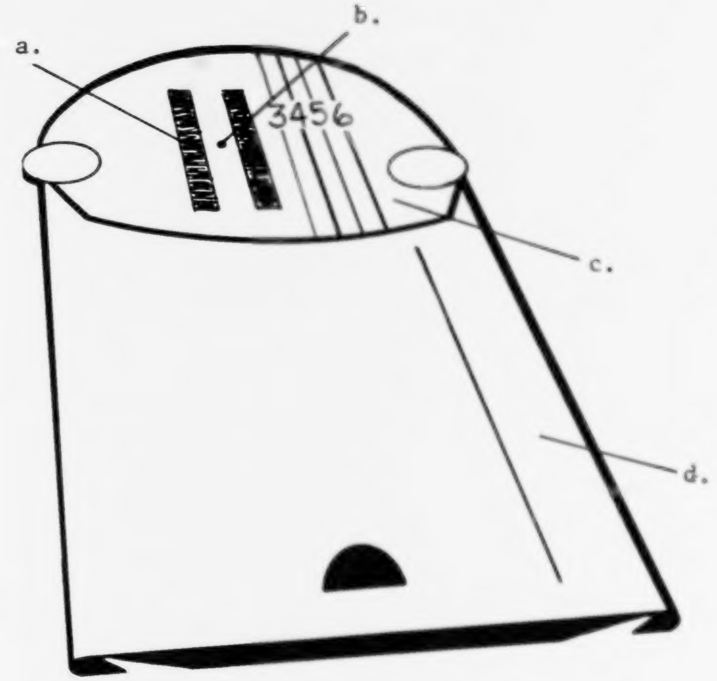
a.________________________________

b.________________________________

c.________________________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

TEST--PART 1c



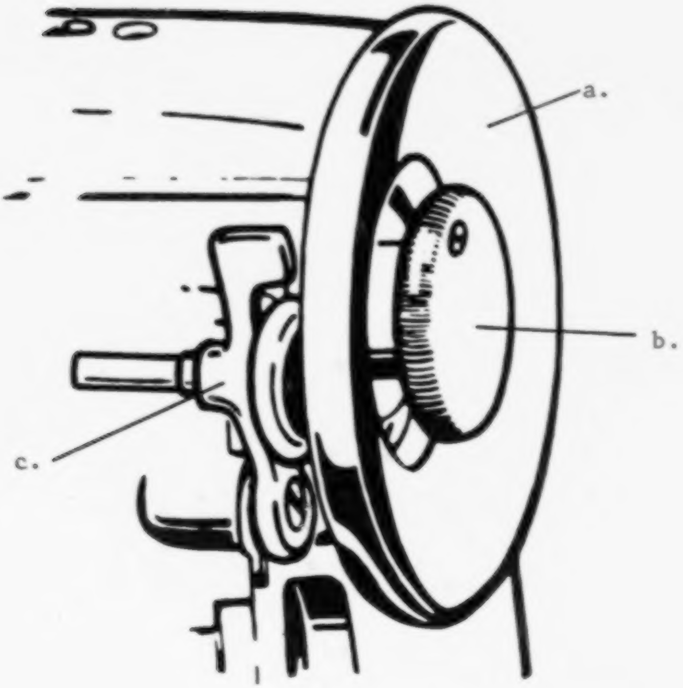
a.______________________________

b.______________________________

c.______________________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

TEST--PART 1d



a.____________________________________

b.____________________________________

c.____________________________________

CLOTHING SERVICES
UNIT I
GETTING TO KNOW YOUR MACHINE

TEST--PART 2

Following is a list of purposes of parts of the machine. Write in the name of the part which best fits the purpose described.

A. ____________holds spool of thread.

B. __________________moves down to loosen the top thread as the stitch is formed and up to remove the slack as the stitch is completed.

C. _________is the bar to which the presser bar is attached.

D. _____________when lowered, holds the cloth firmly in position as it is pushed through the machine.

E. _____________covers the parts of the machine directly under the needle.

F. ________________pushes the cloth backwards the required amount as each stitch is made.

G. _____________covers the bobbin.

H. ___________pierces the cloth and carries the top thread into the bobbin chamber.

I. ______________holds the upper thread slightly tight.

J. _______________controls the length of the stitch; when pushed to the highest point, the machine will stitch backward.

K. ______________winds the thread on the bobbin.

L. ______________helps in positioning the needle.

M. _______________when loosened, disengages the stitching mechanism.

N. _________________adjusts the throat plate for general sewing, making buttonholes, and removal.

O. ______________raises presser foot.

CLOTHING SERVICES
UNIT II
CARE OF THE SEWING MACHINE

TEST

1. Match the following terms to the correct definition.

_____a. The upper part of the sewing machine

_____b. More than the proper amount

_____c. Small brush which is used to loosen lint in the machine

_____d. A tube of soft spun cotton which when oiled, supplies a steady source of oil

_____e. Has a flat-sided or knurled head so that it may be turned by the thumb and forefinger

_____f. Covers the area directly under the needle

_____g. Hinged plate at the left end of the sewing machine

_____h. Hold the thread in position from the spool to the needle

1. Lint brush
2. Face plate
3. Thumb screw
4. Bed
5. Head
6. Excess
7. Throat plate
8. Thread guides
9. Front leaf
10. Wick

2. To be evaluated by satisfactory completion of the job sheets included in this unit.

CLOTHING SERVICES
UNIT III
OPERATING THE SEWING MACHINE-UNTHREADED

TEST

1. Match the following terms to the correct definition.

_____a. To start the machine

_____b. The long narrow channel on one side of the machine needle

_____c. To put into, such as putting the needle into the slot on the needle bar

_____d. To cause to function, such as operating the sewing machine

_____e. To place so as to be the same distance apart, such as placing the edge of the machine

_____f. To leave the needle in the fabric, raise the presser foot, and turn the fabric in order to stitch in another direction

_____g. The position of the body whether standing, sitting, or lying

_____h. The normal way of doing things, such as regular size stitches are ten to twelve per inch

_____i. To choose or pick out from a group, such as choose the correct needle size

_____j. A long narrow opening or groove, such as the place on needle bar for the machine needle

1. Slot
2. Posture
3. Insert
4. Groove
5. Operate
6. Pivot
7. Power
8. Position
9. Parallel
10. Activate
11. Select
12. Position
13. Power
14. Regular

2. Discuss safety in sewing. Include the placing of the machine, electric cords, light, and protection of self.

3. To be evaluated by the satisfactory completion of the job sheets included in this unit.

CLOTHING SERVICES
UNIT V
PREPARATION OF FABRIC FOR CUTTING

TEST

1. You have been provided with a sample of cloth. Identify the following terms by labeling the cloth.
   - a. Right side of fabric
   - b. Wrong side of fabric
   - c. Lengthwise threads
   - d. Crosswise threads
   - e. Selvage
   - f. True bias
2. The reason for making fabric thread perfect before cutting is:
3. The reason for making fabric shape perfect before cutting is:
4. To be evaluated by the satisfactory completion of the job sheets included in this unit.

SEWING MACHINE MAINTENANCE AND SAFETY
UNIT I

TEST

NAME____________________________________ SCORE ____________________

1. Match terms on the right to the correct definitions by placing the appropriate numbers in the blanks provided.

_____a. To oil machine to reduce wear on parts

_____b. Several thousand yards of thread on a spool formed into a cylinder

_____c. Controlling machine by human energy rather than by machine

_____d. Continuous process of actions taken to insure optimum performance

_____e. Place where oil is collected and stored

_____f. Bent tube used for carrying oil by force of atmospheric pressure

1. Thread cone
2. Siphon
3. Lubricate
4. Reservoir
5. Manual
6. Maintenance

2. Identify the parts of the basic industrial sewing machine using the illustration below. Write the correct names in the blanks provided.

a. ____________________

b. ____________________

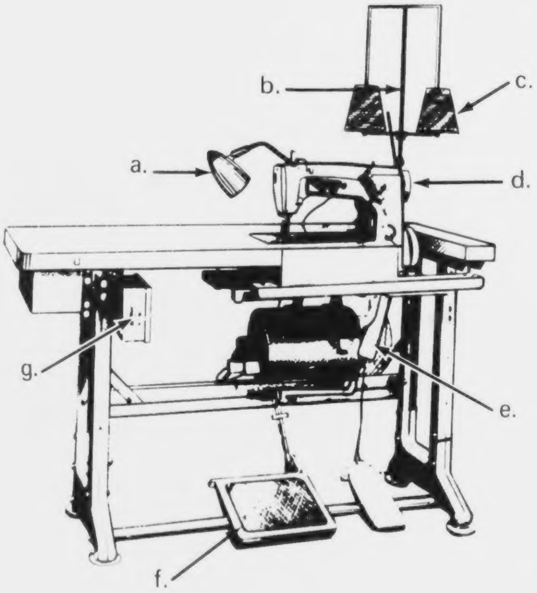
c. ____________________

d. ____________________

e. ____________________

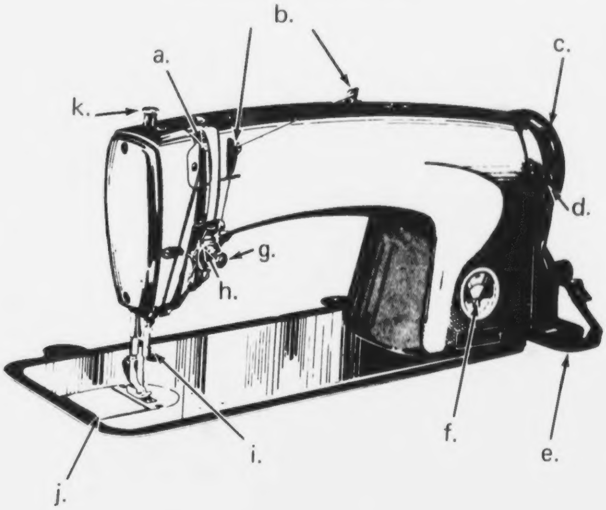
f. ____________________

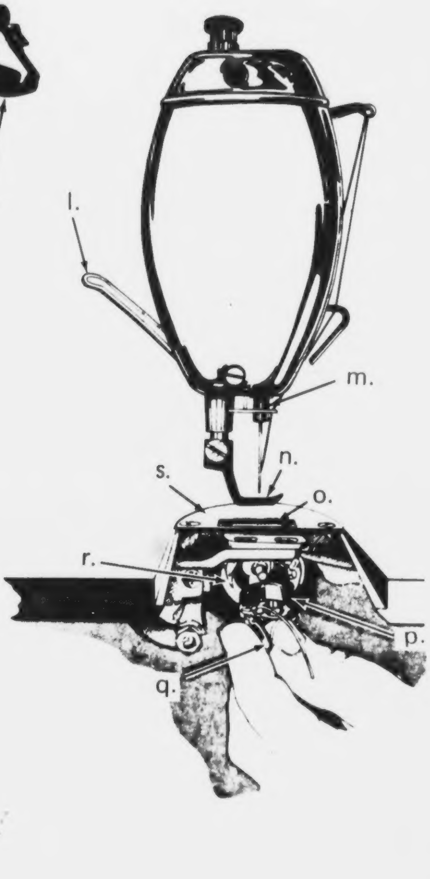
g. ____________________



3. Identify the parts of the lockstitch machine using the illustrations below.

a. ____________________
b. ____________________
c. ____________________
d. ____________________
e. ____________________
f. ____________________
g. ____________________
h. ____________________
i. ____________________
j. ____________________
k. ____________________
l. ____________________
m. ____________________
n. ____________________
o. ____________________
p. ____________________
q. ____________________
r. ____________________
s. ____________________

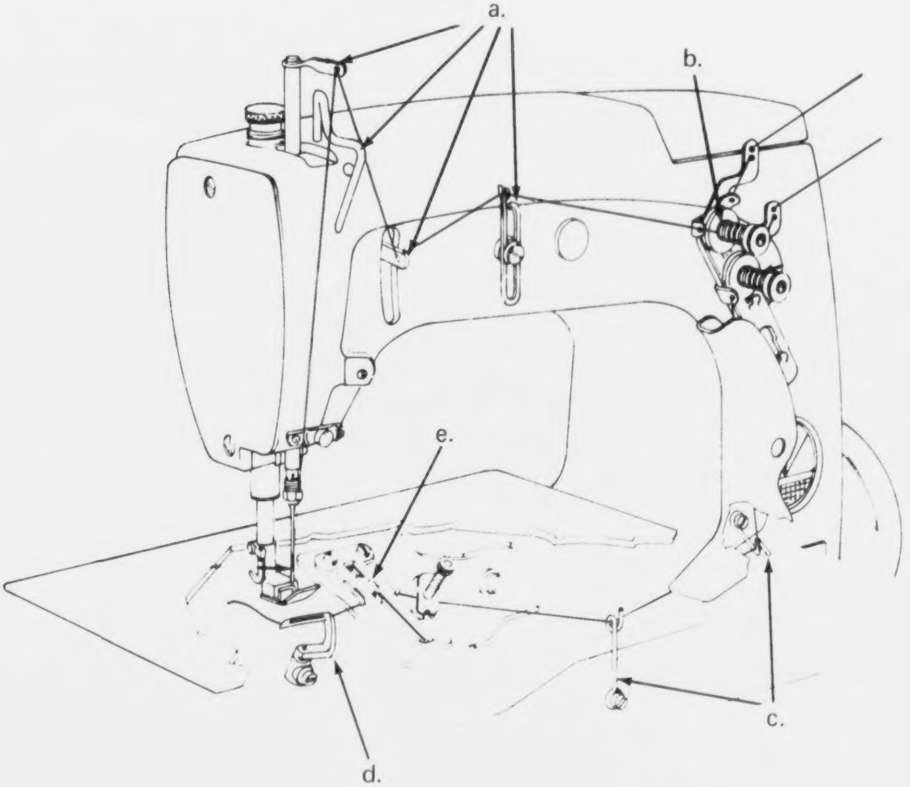

b.
a.
c.
k.
d.
g.
h.
f.
i.
e.
j.



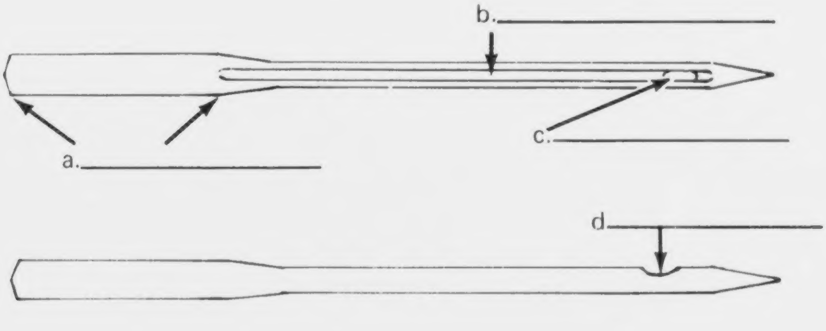
4. Identify the parts of the chainstitch machine using the illustration below.

a. ____________________ c. ____________________ e. ______________

b. ____________________ d. ____________________



5. Identify the parts of the sewing machine needle using the illustration below.



6. Match industrial sewing machine parts on the right to their functions/descriptions by placing the appropriate numbers in the blanks provided. Parts and descriptions are continued on the next page.

______a. Holds thread cones

______b. Releases the bobbin from the hook

______c. Loosens top thread as stitch is formed; removes slack as stitch is completed

______d. Pulls thread up to looper

______e. Holds from 1 to 36 needles

______f. Regulate pressure on thread

______g. Protects bobbin area from excessive lint buildup; slides to one side revealing hook and bobbin case area

______h. Forms stitch in chainstitch machine; counterpart to hook and bobbin in the lockstitch machine

______i. Lifts presser foot by hand instead of knee

______j. Holds bobbin and regulates bobbin tension

______k. Fills other bobbin while machine is operating

______l. Indicates amount of oil in machine

______m. Allows foot to control speed and to stop machine

______n. Holds needle in needle bar when sewing; releases needle from needle bar when unscrewed for needle change

______o. Hooks the top thread, carries it around the bobbin, and forms the "lock" on the lockstitch

______p. Holds fabric in place as machine sews

______q. Last thread guide; carries thread to looper or hook

1. Foot treadle
2. Thread stand
3. Needle screw
4. Tension spring/thread tension assembly/take-up spring
5. Oil gauge
6. Bobbin winder
7. Take-up lever
8. Hook
9. Bobbin latch
10. Bobbin case
11. Needle bar
12. Hand presser foot lifter
13. Slide plate
14. Looper
15. Take-up cam
16. Presser foot
17. Needle eye

______r. Acts as shock aborber and provides small amount of tension on needle thread

______s. Long, narrow indentation on needle that prevents excessive wear on thread

______t. Connects hand wheel to motor, allowing machine to operate

______u. Allows sewer to control weight and height of presser foot with the knee

______v. When turned on, supplies machine with electricity

______w. Smooth surface surrounding feed dog; protects machine from excessive lint buildup

______x. Portion of needle that is held by the needle bar and needle screw

______y. Direct thread from thread cone to needle

______z. Notch that allows hook or looper to be set closer to insure against skipped stitches

____aa. Moves fabric when presser foot is down and foot treadle is activated

____bb. Controls the motion of the machine manually and/or electrically

____cc. Determines amount of pressure placed on the fabric from the presser foot

18. Power switch
19. Knee lifter
20. Hand wheel
21. Motor belt
22. Thread guides
23. Throat plate
24. Feed dog
25. Needle shank
26. Needle groove
27. Checkspring
28. Needle scarf
29. Pressure dial

7. Distinguish between the characteristics of lock stitch (L), chain stitch (C), and serge stitch (S) by writing the correct letters in the appropriate blanks. Some blanks may have more than one correct answer.

______a. Is elastic

______b. Finishes seam edges

______c. Is less elastic

______d. Has lower looper needle

_____e. Does not have same appearance on both sides

_____f. Is easy to ravel

_____g. Has bobbin thread

_____h. May or may not need additional row of stitching

_____i. Has upper and lower looper

_____j. Is a two-threaded stitch

_____k. Has one or more threads in a stitch

_____l. Is nonraveling

_____m. Has edge cutter knife

_____n. Has same appearance on right and wrong side of fabric

_____o. Has two or more threads

8. Select from the list below causes of incorrect thread tension. Place an "X" in the appropriate blanks.

_____a. Inexperienced person adjusting tension

_____b. Any change of thread

_____c. Any change of needle

_____d. Lint interference in thread guides

_____e. Motor belt maladjustment

_____f. Take-up lever out of timing

_____g. Stitch length too long

_____h. Top tension too loose or too tight

_____i. Bottom tension too loose or too tight

_____j. Any change of fabric

_____k. Burred needle

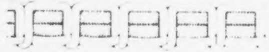
_____l. Incorrect size of needle

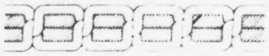
9. Match lockstitch thread tension conditions on the right to the correct tension problems on the left.

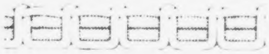
______a. Correct tension, no adjustment needed

______b. Upper tension too tight or bottom tension too loose

______c. Upper tension too loose or bottom tension too tight

1. 

2. 

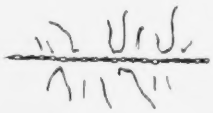
3. 

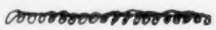
10. Match chainstitch thread tension conditions on the right to the correct tension problems on the left.

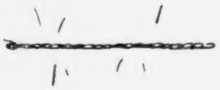
______a. Tension too loose

______b. Correct tension, no adjustment needed

______c. Tension too tight

1. 

2. 

3. 

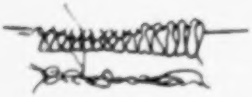
11. Match sergestitch thread tension conditions on the right to the correct tension problems on the left.

_____a. Tension too loose

_____b. Tension too tight

_____c. Correct tension, no adjustment needed

1.



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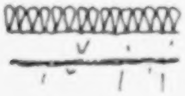

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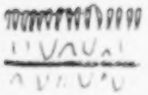


12. Select from the list below reasons to change machine needle. Place an "X" in the appropriate blanks.

_____a. Continual thread breakage while sewing

_____b. Puckered seam

_____c. Change in fabric weight

_____d. Change in fabric color

_____e. Change in fabric construction

_____f. Bent needle

_____g. Burred needle

_____h. Loops on underside of seam

_____i. Change in thread weight

_____j. Loops on top side of seam

_____k. Broken needle

_____l. Skipped stitches in seam

13. Select from the list below safety precautions used in the needle trades industry. Place an "X" in the appropriate blanks.

_____a. Use fingers on hand wheel

_____b. Know at least 25% of the fire exits available

_____c. Run in the building to save time

_____d. Request wire finger guard if you feel it is needed

_____e. Smoke only during breaks

_____f. Know where fire aids are kept

_____g. Know how to use at least one type of fire extinguisher

_____h. Keep things near belt

_____i. Do not move equipment

_____j. Do not change electrical plugs

_____k. Leave the machine running while unattended

_____l. Know the electrical equipment with which you work

_____m. Clutter aisles if necessary for efficiency

_____n. Wear loose clothing only if it is attractive

_____o. Wear long hair loose

14. Demonstrate the ability to:

a. Thread upper thread of lockstitch machine.

b. Thread chainstitch machine.

c. Thread sergestitch machine.

d. Thread machine using tie-on technique.

e. Remove, refill, and insert bobbin.

f. Adjust thread tension.

g. Clean machine.

h. Oil machine.

i. Change machine needle.

(NOTE: If the above activities have not been accomplished prior to the test, ask your teacher when they should be completed.)

CONSTRUCTION TECHNIQUES
UNIT III

TEST

NAME ______________________________ SCORE ____________________

1. Match terms associated with construction techniques to the correct definitions by placing the appropriate numbers in the blanks provided.

______a. Inside fabric of a garment that covers interior construction; usually a slick, firm, thin fabric

______b. Leaving machine needle in work while turning

______c. Narrow ribbon or strips of twill woven material

______d. Sewing in a seam on the outside of the garment to secure facing or fabric underneath

______e. Row of stitching using the longest stitch available on the stitch regulator

______f. Pulled or taut area within garment indicating need for alteration

______g. Piece of fabric that is sewn onto garment and folded inside to finish edge; sometimes a fold line is utilized rather than sewing on extra fabric

______h. Row of machine stitching 1/8" from seamline into seam allowance; used on curved or biased edge

______i. Fabric that has not been cut into garment pieces

______j. Creasing fabric by running forefinger with pressure along a fold or seamline; used to save time consumed in pressing with an iron

______k. Where garment part is to be turned to the outside

1. Baste/ease stitching
2. Drag line
3. Tape
4. Roll line
5. Interfacing
6. Lining
7. Stay stitching
8. Facing
9. Yard goods
10. Bevel
11. Stitch in the ditch/crack stitch
12. Finger press
13. Pivot

______l. One-step method of grading seams by using a slanting angle with scissors; scissors are held horizontally, fairly flat, and close to fabric

______m. Woven or nonwoven material used inside certain garment parts

2. Describe the appearance of offgrain yard goods.

____

____

____

____

3. Describe characteristics of garments cut off grain.

____

____

____

____

____

____

4. Select from the list below time-saving techniques that may be incorporated into the cutting process. Place an "X" in the appropriate blanks.

______a. Cut seam allowance down to appropriate width in initial cutting rather than trimming later

______b. Pin pattern to fabric, in the seam allowance, about every three inches

______c. Place straight seamed pieces that will be sewn together on a fold or with seamlines together if grain line allows

______d. Make outward notches slightly smaller than indicated by pattern

______e. Use scissors with long blades rather than scissors with short blades

______f. Make short clips in seam allowances instead of outward notches

______g. Cut one layer of fabric instead of two to ensure accuracy

______h. Mark shoulder seam placement on sleeve cap, center back, and center front with small clip

5. Match construction techniques on the right to their functions by placing the appropriate numbers in the blanks provided.

______a. Adds reinforcement and prevents certain areas from stretching and/or wearing

______b. Cutting V-shaped edges from seam allowance to eliminate bulk and allow seam to lie flat

______c. Keeps seams from coming apart or stitching from coming out

______d. Adds life to garment by preventing raveling

______e. Row of stitching that stabilizes curved or bias edges that may stretch

______f. Helps edges lie flat and keeps facings from rolling to outside of garment

______g. Cutting into seam allowance rather than making an outward notch to indicate placement of garment parts

______h. Prevents abrupt layer differences on inside of garment; helps to make garment look nicer and prevents excess wear on thick seam areas

______i. Used for desirable draping effects (bows, ties); allows fabric to absorb ease more effectively

______j. Provides decoration; keeps edges flat and facing from rolling to right side

______k. Basting following a fold line that is otherwise creased by pressing

______l. Provides attractive interior; provides insulation; allows garment to hang nicely from body; prevents some outer fabrics from stretching out of shape; keeps fashion fabrics away from body, allowing those allergic to fabric to wear them

1. Backstitching/lock-a-stitching
2. Taping
3. Finishing seams
4. Notching
5. Turning line
6. Topstitching
7. Lining
8. Staystitching
9. Cutting on bias
10. Clipping
11. Grading
12. Understitching

6. Name functions of interfacing.

a. ______________________________

b. ______________________________

c. ______________________________

d. ______________________________

e. ______________________________

f. ______________________________

g. ______________________________

7. Select from the list below guidelines to use when selecting interfacing by placing an "X" in the appropriate blanks.

______a. Choose interfacing that stretches in all directions

______b. Use heavy interfacing

______c. Use stretchy interfacing only where stretch in the garment is appropriate

______d. Use same type of interfacing in every part of a single garment

______e. Use single layer of interfacing that is lighter than weight of fashion fabric

______f. Use two layers of interfacing that are comparable to the weight of fabric

______g. Choose weight of interfacing depending upon the "look" desired

8. Select from the list below areas of garments which often require interfacing by placing an "X" in the appropriate blanks.

______a. Collars and neck areas

______b. Hems

______c. Sleeves

______d. Cuffs

______e. Darts

______f. Waistbands and belts

______g. Bodice

______h. Pocket flaps

______i. Buttonholes and button areas

______j. Zipper

______k. Pleat and vent areas

9. Select from the list below areas of garments which may require tape by placing an "X" in the appropriate blanks.

_____a. Armholes

_____b. Dart area

_____c. Waistline

_____d. Vent opening

_____e. Pocket flaps

_____f. Fold line of lapel

_____g. Front edge of garment

_____h. Neck seam

_____i. Cuffs

_____j. Collars

_____k. Shoulder seams

_____l. Under belt loops

_____m. Hems

_____n. Fold line or seamline on pocket

_____o. Buttonhole and button area

10. Select from the list below characteristics of properly set in sleeves by placing an "X" in the appropriate blanks.

_____a. Has tucks and gathers near shoulder seam

_____b. Has uniform easing

_____c. Lies flat with diagonal waves in fabric

_____d. Has side seam and underarm seam matched

11. Select from the list below characteristics of a well-made collar by placing an "X" in the appropriate blanks.

_____a. Collar points are even in length and width

_____b. Correct weight of interfacing is used so that collar does not look stiff and boardlike

_____c. Points of collar are pushed out to end of stitching

_____d. Undercollar or facing shows about 1/4"

12. Select from the list below generally accepted rules of sewing by placing an "X" in the appropriate blanks.

    ______a. Zigzag all curved seams

    ______b. Place double notches toward front of garment and single notches toward back of garment

    ______c. Finger press seams in direction indicated

    ______d. Sew sleeves to lining and lining to garment by machine rather than by hand as pattern instructions may indicate

    ______e. Utilize unit construction process

13. Select from the list below practices that assure professional-looking results by placing an "X" in the appropriate blanks.

    ______a. Press at professional dry cleaners when complete

    ______b. Use deep hems that allow for change of style

    ______c. Select notions carefully

    ______d. Clip, trim, and grade seams adequately

    ______e. Coordinate pattern and fabric

    ______f. Choose interfacing of correct weight

    ______g. Avoid any deviation from pattern suggestions and pattern design

    ______h. Tack total facing edge to garment

    ______i. Use generous amount of interfacing

14. Discuss unit construction process.

    ____

    ____

    ____

    ____

    ____

    ____

15. Demonstrate the ability to:

    a. Determine if woven fabric is on grain.

    b. Make pattern markings.

    c. Cut interfacing.

    d. Make pockets.

    e. Apply iron-on interfacing.

    f. Tape garment.

    g. Grade, trim, clip, and notch seam allowance.

    h. Understitch garment.

    i. Attach shirt collar.

    j. Stitch in the ditch.

    k. Topstitch.

    l. Sew sleeve plackets.

    m. Sew cuff on sleeve.

    n. Set in sleeves.

    o. Determine size of buttonhole.

    p. Determine placement of buttonhole.

    q. Mark garment for horizontal buttonholes.

    r. Sew buttons on by machine.

    s. Make bound buttonholes.

    t. Finish underside of bound buttonholes.

    u. Sew zipper into garment.

    (NOTE: If the above activities have not been accomplished prior to the test, ask your instructor when they should be completed.)

ALTERATION OF READY-MADE CLOTHING
UNIT V

TEST

NAME ______________________________ SCORE ______________

1. Match the terms on the right to the definitions on the left by placing the appropriate numbers in the blanks provided.

   ______a. Remove stitching to get to the inside of garment

   ______b. Place where collar changes from the facing (inside) to the collar (outside) of the garment

   ______c. Measurement from crotch to hem

   ______d. To open seam with pressure from fingers rather than with an iron

   ______e. Measurement from top of waistband to hem

   ______f. Number of yarns that make up one inch of fabric; a separate count is taken for length and width of fabric

   ______g. Guiding a new sewing line in to gradually meet a previous row of stitching; also known as "sew from nothing" or "sew to nothing"

   1. Inseam
   2. Outseam
   3. Finger press
   4. Thread count
   5. Open
   6. Merge
   7. Roll line

2. Match the indications of needed alterations on the right to their causes. Place the appropriate numbers in the blanks provided.

   ______a. Denote shortness between certain points

   ______b. Caused by excessive length

   ______c. Result from excessive width

   ______d. Caused by tightness elsewhere

   1. Vertical folds
   2. Horizontal folds
   3. Creases
   4. Fullness

3. Select from the list below general rules to follow when altering ready-to-wear. Place an "X" in the appropriate blanks.

   ______a. Consider alteration only if the lower part of the garment fits fairly well

   ______b. Consider if altering will destroy the fashion line of the garment

   ______c. Check the fabric's ability to adapt to alterations ______d. Take total adjustment from one side seam or dart

______e. Trim corners or seam allowances unless they are extreme

______f. Press all seams before resewing to make sure that former seamline and hem creases will not show

______g. Measure adjustments from raw edge of seam

______h. Press garment before altering to determine if alteration is actually needed

______i. Do not fit the garment too tightly

4. Select from the list below industrial construction methods that interfere with alterations. Place an "X" in the appropriate blanks.

______a. Stitched hems and seams

______b. Notches in side seams

______c. Maximum use of fabric in seam allowance

______d. Drill holes used to mark darts and pocket placement

______e. Permanent pressing

5. Select from the list below ways to mark adjustment lines by placing an "X" in the appropriate blanks.

______a. Safety pins

______b. Wax

______c. Straight pins

______d. Tailor's tacks

______e. Chalk

6. Match the adjustment markings below to their correct meanings. Place the appropriate numbers in the blanks provided.

    ______a. Do not alter beyond this line

    ______b. Lengthen garment the distance between the markings parallel to seam

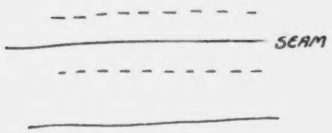
    ______c. Shorten garment to this line

    ______d. Take garment in to these lines

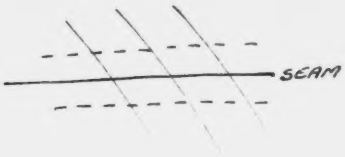
    ______e. Shorten crotch using the measured distance between these two lines

    ______f. Let out garment the distance between the markings parallel to seam

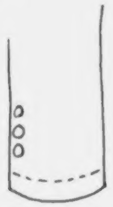
1. Lines parallel to seam



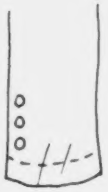
2. Lines parallel to seam with lines across seam



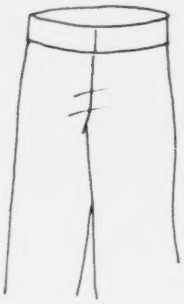
3. Lines parallel to edge of garment



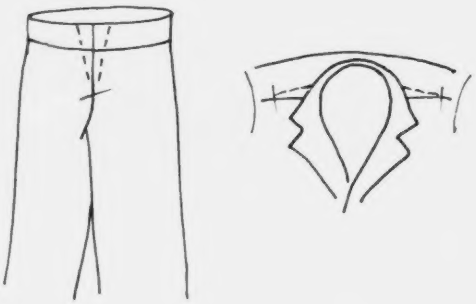
4. Lines parallel to edge of garment with lines perpendicular to edge of garment



5. Two lines across seat seam



6. One line across seam used with other adjustment lines



7. List ways customers can indicate needed hem length in pants when not available for a fitting.

   a. ____

   ____

   b. ____

   ____

   c. ____

   ____

8. Match the common alteration problems on the right to the correct solutions by placing the appropriate numbers in the blanks provided. An answer may be used more than once.

   ______a. Sew decorative stitching, ribbon, or tape over crease

   ______b. Apply appliqué

   ______c. Add yoke to top of skirt

   ______d. Turn underside of collar or cuff to top-side

   ______e. Add band to skirt hem

   ______f. Change darts to tucks

   ______g. Reweave

   ______h. Change seamline

   ______i. Attach pockets

   1. Collars or cuffs worn or stained
   2. Garment too tight around diaphragm
   3. Former hemline crease
   4. Skirt too short
   5. Rips and holes

9. Demonstrate the ability to:

   a. Organize work load.

   b. Taper shirt.

   c. Shorten long shirt sleeves at cuff area.

   d. Shorten long sleeves to short sleeves.

   e. Prepare pants for hemming.

   f. Mark pant hems.

g. Hem pants.

h. Lengthen hem using facing.

i. Adjust back waist on pants.

j. Shorten crotch of pants.

k. Taper pant leg.

l. Adjust width of vest.

m. Adjust width of lined jacket.

n. Adjust jacket sleeve length.

o. Lower collar on jacket.

p. Raise back on jacket.

q. Shorten collar on jacket.

r. Reweave hole in woven garment.

s. Adjust skirt hem.

t. Adjust waist of skirt.

(NOTE: If the above activities have not been accomplished prior to the test, ask your instructor when they should be completed.)

HOME PRODUCTS
UNIT IV

TEST

NAME ______________________________ SCORE ______________

1. Match terms associated with home products to the correct definitions by placing the appropriate numbers in the blanks provided.

_____a. Two draperies used to cover a window

_____b. Stiff strip of fabric or interfacing about 4" wide used in pleated area of draperies

_____c. One of the draperies in a pair

_____d. One continuous drapery covering a window; may consist of several fabric widths

_____e. Top portion of the drapery that includes buckram and pleats

_____f. Measurement of drapery fabric used to indicate one dimension in the amount of fabric units needed to make draperies

_____g. Desired length of draperies after construction

_____h. Amount of space occupied by drawn open draperies; usually about one-third the width of closed draperies

_____i. Length of draperies before construction, including yardage for finished length, hem, and heading

_____j. Made to specific measurements with double headings, double hems, and deluxe fullness to fit a particular window

_____k. Fold of cloth sewn into place to create fullness

_____l. Flat areas between pleats; usually vary from 3 to 5 inches

_____m. Complete covering for a window; may consist of one panel or many

_____n. Made with as little fabric as possible in hems, headings and fullness; usually mass produced

1. Half pair
2. Pair
3. Cut length
4. Panel
5. Heading
6. Fabric widths
7. Finished length
8. Buckram or crinoline
9. Stack back
10. Drapery
11. Spaces
12. Pleat
13. Contract drapery
14. Custom drapery

2. Name four functions of window treatment.

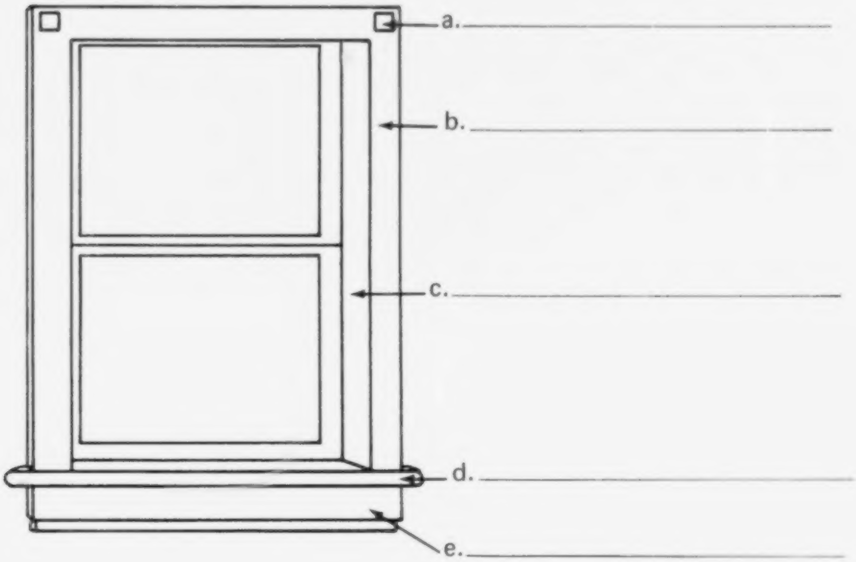
a. ______________________________

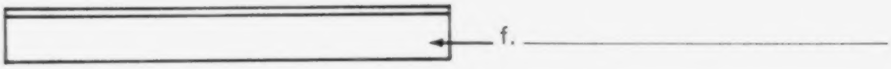
b. ______________________________

c. ______________________________

d. ______________________________

3. Identify parts of the window and surrounding area by writing the correct names in the blanks provided below.

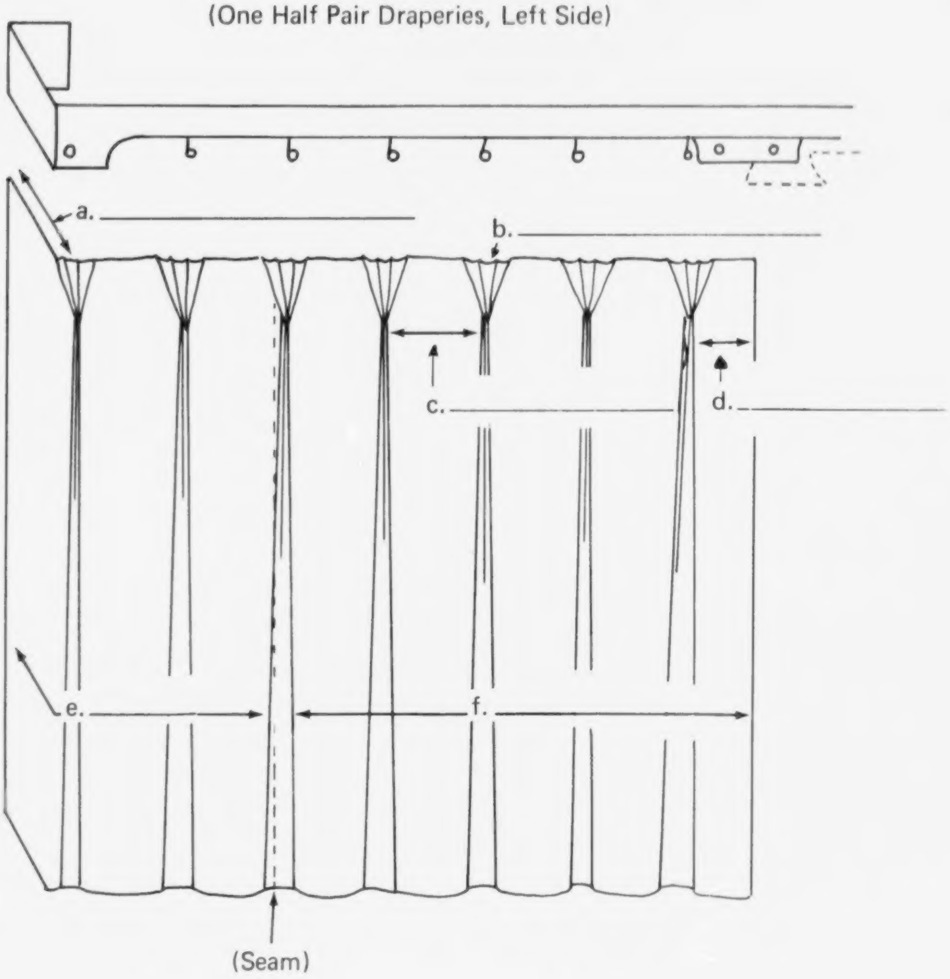




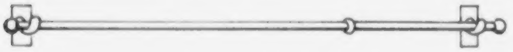
4. State the basic rule for determining length of curtains and draperies.

5. Identify parts of the drapery below by writing the correct names in the blanks provided.

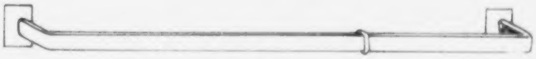
(One Half Pair Draperies, Left Side)



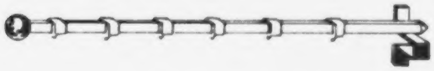
6. Identify types of window rods below by writing the correct names in the blanks provided.



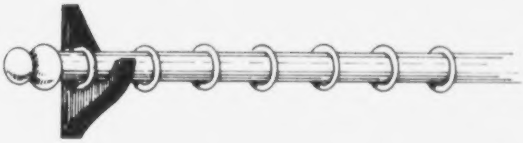
a. ____________________



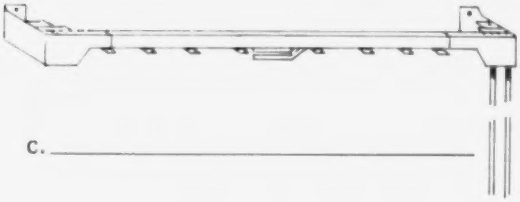
e. ____________________



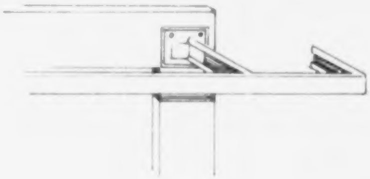
b. ____________________



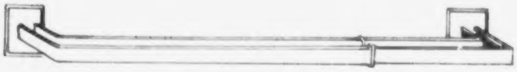
f. ____________________



c. ____________________

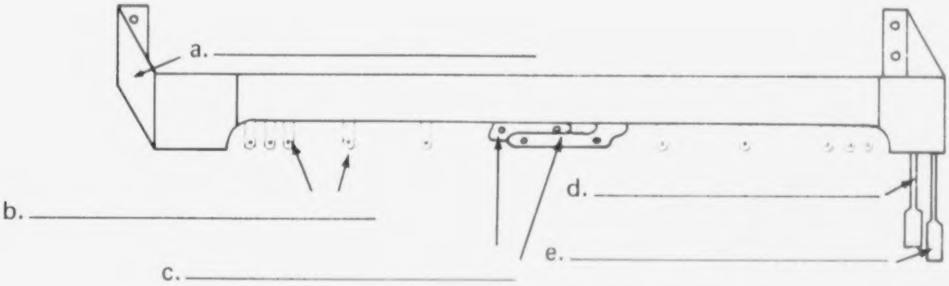


g. ____________________

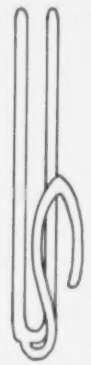


d. ____________________

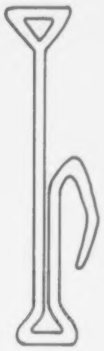
7. Identify parts of the traverse rod below by writing the correct names in the blanks provided.



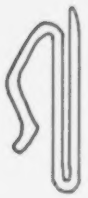
8. Identify the types of window hardware below by writing the correct names in the blanks provided.



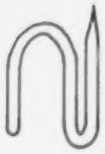
a. ____________________



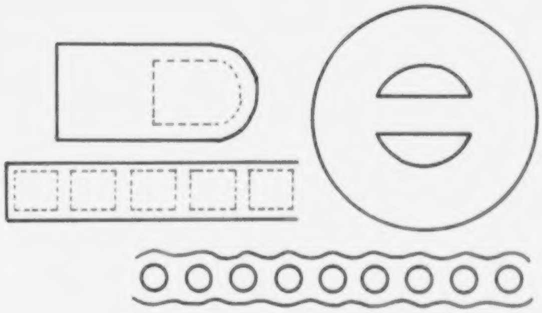
b. ____________________



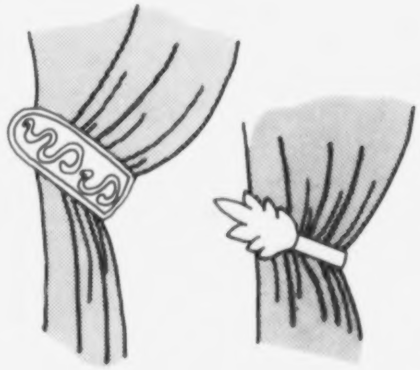
c. ____________________



d. ____________________



e. ______________________________



f. ______________________________

9. Select from the list below measurements needed from window and rod. Place an "X" in the appropriate blanks.

______a. Width of overlap, if applicable

______b. Width of return

______c. Exact finished width desired

______d. Exact finished length desired

______e. Exact length from ceiling to baseboard

______f. Space between pleats

______g. Width of windowsill

10. Select from the list below guidelines for measuring windows for curtains or draperies. Place an "X" in the appropriate blanks.

_____a. Measure right side of window only

_____b. Doublecheck all measurements

_____c. Measure each end of rod and average difference for final length

_____d. Purchase rod that is long enough

_____e. Allow for clearances

_____f. Measure for draperies from where rod is going to be placed

_____g. Mount rod high enough

_____h. Measure at several points

_____i. Measure for draperies with rod in place

11. Distinguish between characteristics of contract and custom draperies. Write "contract" and "custom" in appropriate spaces.

__________a. Double hems

__________b. Spaces between pleats 3 - 3 1/2 inches

__________c. Double width of window allowed for fullness

__________d. Single headings

12. Match types of draperies on the right to common amounts of fullness allowed. Place the appropriate numbers in the blanks provided. A blank may have more than one correct answer.

_____a. Two to three times the finished width or rod length	1. Sheers 2. Unlined draperies
_____b. At least three times the finished width or rod length	3. Lined draperies

13. Name common drapery width measurements used in construction.

a. Return ____________________

b. Overlap ____________________

c. Pleat depth ____________________

d. Space between pleats ____________________

e. Side hems

1) Sheers and unlined draperies ____________________

2) Lined draperies ____________________

14. Name common drapery length measurements used in contract construction.
    a. Unlined draperies
        1) Finished length ____________________
        2) Fabric folded over buckram ____________________
        3) Hem ____________________
    b. Lined draperies
        1) Finished length ____________________
        2) Seam allowance to sew on buckram ____________________
        3) Hem ____________________
    c. Lining for draperies
        1) Finished length ____________________
        2) Hem ____________________
    d. Sheers
        1) Finished length ____________________
        2) Fabric folded over buckram ____________________
        3) Hem ____________________
15. Name common drapery length measurements used in custom construction.
    a. Unlined draperies
        1) Finished length ____________________
        2) Fabric folded over buckram ____________________
        3) Hem ____________________
        4) Allowance for matching repeated pattern on fabric ____________________
    b. Lined draperies
        1) Finished length ____________________
        2) Fabric folded over buckram ____________________
        3) Hem ____________________
    c. Lining for draperies
        1) Finished length ____________________
        2) Hem ____________________

d. Sheers

1) Finished length ______________________________

2) Fabric folded over buckram ______________________________

3) Hem ______________________________

16. Select from the list below factors that effect the number of fabric widths used in a drapery. Place an "X" in the appropriate blanks.

_____a. Fiber content

_____b. Fabric finish

_____c. Fabric's resistance to shrinkage

_____d. Seam allowance

_____e. Side hems

_____f. Width of window jamb

_____g. Selvage

_____h. Repeat in fabric design

_____i. Length of seam used to join drapery

_____j. Bottom hem

_____k. Type of curtain or drapery weight used

_____l. Fullness desired

_____m. Fabric in buckram

_____n. Overlap width

_____o. Return width

17. Select from the list below factors to consider in the selection of curtains and draperies. Place an "X" in the appropriate blanks.

_____a. Cost/time element in construction

_____b. Trims

_____c. Cost of fabric

_____d. Fabric finish

_____e. Fiber content

______ f. Seam allowance

______ g. Fabric width

______ h. Placement of window rods

______ i. Resistance to shrinking and stretching

______ j. French-headed hooks

______ k. Colorfastness

______ l. Exact finished length desired

______ m. Sewing equipment

______ n. Size

18. Name common flaws found in drapery fabric.

a. ______________________________

b. ______________________________

c. ______________________________

19. Select from the list below functions of lining in curtains and draperies. Place an "X" in the appropriate blanks.

______ a. Increases size of curtain or drapery

______ b. Adds weight to drapery, causing it to fall more softly and gracefully

______ c. Adds to sheerness

______ d. Protects fabric from sunlight

______ e. Aids in cutting down cost

______ f. Decreases amount of labor

______ g. Adds insulation properties to draperies and curtains

______ h. Improves appearance from outside

20. Match fabrics frequently used for lining on the right to their correct characteristics. Place the appropriate numbers in the blanks provided. An answer may be used more than once.

______ a. Inexpensive

______ b. Wears well

______ c. Adds to insulation and privacy

______ d. Does not wear as well as cotton

1. Milliam coating
2. Rayon
3. Fiberglass
4. Cotton

______e. Costs less than cotton

______f. Attractive sheen

______g. Excellent wearability but does tend to break if creased excessively

______h. Has high cost in relation to other fabrics

______i. Available in translucent or opaque weights

______j. Valued because of its attractive sheen

______k. Takes the place of lining and costs less

21. State the rules for pleat placement on draperies.

a. ____

b. ____

c. ____

22. Select from the list below generally accepted rules concerning drapery construction. Place an "X" in the appropriate blanks.

______a. All seams are sewn using a stretch stitch

______b. Draperies and curtains are cut on the perfect bias

______c. All selvages are cut off to prevent possible puckering

______d. All synthetic drapery and curtain fabrics are sewn with nylon thread

______e. All fractions of fabric widths in draperies and curtains go to the center of a pair

______f. Stripes are matched as drapery is sewn

______g. Seven pleats are averaged in 45" width material

______h. Two pleats are averaged in 20" (half width) material in custom, 15" in contract

______i. To avoid wasting fabric attempt to work with whole widths and half widths

______j. Crooked sewing causes draperies to hang unevenly

23. Select from the list below reasons draperies may hang unevenly. Place an "X" in the appropriate blanks.

_____a. Rods or floors are crooked

_____b. Selvages are not cut off which causes seams to pucker

_____c. Draperies are not cut on grain

_____d. Draperies are not sewn on grain

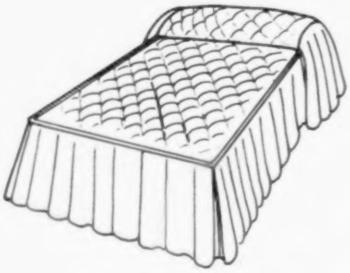
_____e. Dull scissors were used to cut fabric

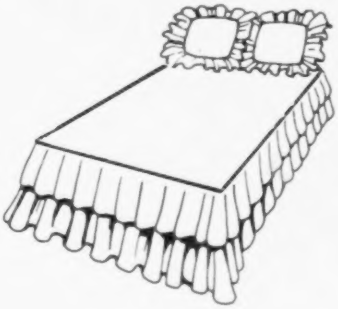
_____f. Stitching tension was too tight

_____g. Sewing was crooked

_____h. Pleats are not sewn straight

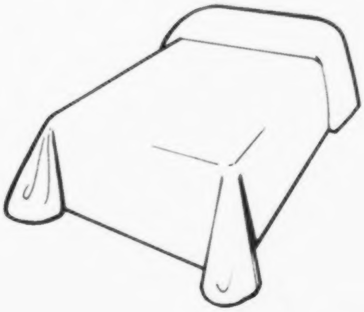
24. Identify the basic types of bedspreads by writing the correct names in the blanks provided.





a.____________________________________

b.____________________________________



c.____________________________________

25. Name conditions necessary to achieve accurate measurements of a bed.

    a. ____

    ____

    b. ____

    ____

26. Estimate yardage needed for contract draperies.

27. Compute yardage needed for contract draperies.

28. Determine width of spaces between pleats for contract draperies.

29. Estimate yardage needed for custom draperies.

30. Compute yardage needed for custom draperies.

31. Determine width of spaces between pleats for custom draperies.

32. Chart bedspread measurements.

33. Demonstrate the ability to:

    a. Sew drapery lengths together.

    b. Press and hem sheer draperies.

    c. Hem custom draperies.

    d. Table draperies (check drapery length).

    e. Sew buckram on draperies.

    f. Sew side hems on lined draperies.

    g. Determine and mark pleat placement.

    h. Sew pleats into draperies.

    i. Construct round tablecloth.

    j. Make cording.

    k. Sew cording into pillow.

    l. Measure bed for bedspread construction.

m. Construct a throw bedspread.

n. Construct a tailored bedspread.

o. Construct a coverlet and dust ruffle bedspread.

(NOTE: If activities 26-33 have not been accomplished prior to the test, ask your instructor when they should be completed.)

BUSINESS PRINCIPLES IN CUSTOM SEWING
UNIT VI

TEST

NAME ______________________ SCORE ______________________

1. Describe four advantages of a custom sewing career.

2. Name resources used to locate custom sewing jobs.

   a. ______________________

   b. ______________________

   c. ______________________

   d. ______________________

3. Name places to meet with potential customers.

   a. ______________________

   b. ______________________

   c. ______________________

   d. ______________________

4. Describe four possible problems in working with customers.

5. Complete the chart below on methods of determining labor cost by placing the correct method, advantage, or disadvantage in the blanks provided.

Method of Determining Labor Cost	Advantages	Disadvantages
a. ______	Possibility of handling more jobs, thus making more money if very skilled and quick at specific operations, such as buttonholes; ability to give customer specific estimate	b. ______
Paid by hour	c. ______	Necessity of keeping good records; possibility of overcharging customer if you are a slow worker; possibility of short-changing yourself if you work quickly
d. ______	e. ______	Possibility of putting customers "on the spot" and making them feel uncomfortable

6. Select from the list below factors that determine a satisfied customer. Place an "X" in the correct blanks.

_____a. Stretchability of fabric

_____b. Quality construction

_____c. Construction cost in line with fabric quality

_____d. Current style

_____e. Coordination of fabric with pattern

_____f. Correct fit

7. Select from the list below factors to consider when buying a sewing machine. Place an "X" in the correct blanks.

_____a. Test machine stitching with a large fabric scrap of stiff fabric

_____b. Inquire about guarantee

_____c. Request a demonstration of machine's decorative stitches

_____d. Look at two types of machines

_____e. Request a loan machine or sew on it at store

_____f. Talk with sales people about their experiences with particular machines

_____g. Research sewing machine performance through consumer magazines

8. Select from the list below characteristics of a desirable sewing area by placing an "X" in the appropriate blanks.

_____a. Adequate number of conveniently located electrical outlets

_____b. In or very near main traffic flow

_____c. Adequate lighting

_____d. Access to window, television, and/or children's play center

_____e. Wall within reach

9. Name factors to consider when organizing equipment and supplies.

a. ____

b. ____

c. ____

d. ____

10. Plan a sewing work area.
11. Write "Work Wanted" ad.
12. Rate sewing machines.
13. Count change.
14. Demonstrate the ability to count back change.

(NOTE: If activities 10-14 have not been accomplished prior to the test, ask your instructor when they should be completed.)